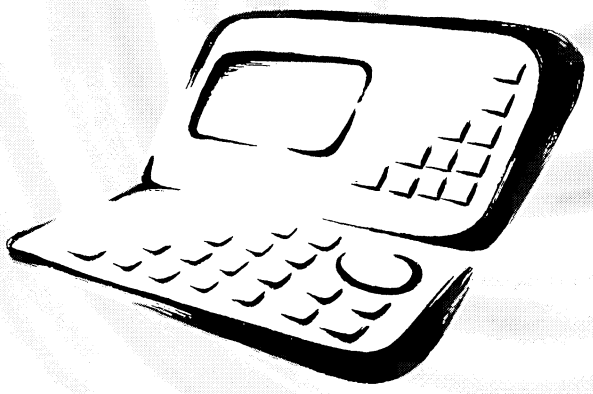
SF-7900

Owner's Manual



CASIO

(英)

GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THE UNIT IN THE U.S.A. (not applicable to other areas).

NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communicaions. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Proper connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

Connector	SB-62	SF Unit to SF Unit
Connector	FA-120	SF Unit to PC for IBM Machine

Congratulations on your selection of CASIO's new
Unit in this manual). This innovative new perso
features a selection of powerful functions, including

- Telephone Directory
- Memo Mode
- Schedule Keeper
- Business Card Library
- Expense Mode
- Reminder Mode
- Calendar
- Clock with Home Time and World Time f
- Calculator
- Secret Function
- Data Communication

Functions are specially designed to be easy to unde
personal data management easier than ever befor

- All data stored in memory is erased if the SF Ur
you have it repaired, when the batteries go dead
the batteries. ***Be sure to make written back***
data.

- CASIO COMPUTER CO., LTD. assumes
damage or loss resulting from the use of thi
- CASIO COMPUTER CO., LTD. assumes no
or claims by third parties which may arise thro
- CASIO COMPUTER CO., LTD. assumes
damage or loss caused by deletion of data a
repairs, or battery replacement. Be sure to b
on other media to protect against its loss.

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EPSON LX-800 is a registered trademark of Seiko

About this manual...

This manual is divided into 7 parts.

PART 1 Getting Started

Be sure to read this part of the manual before doing anything else! It includes important information that you need to know in order to use the SF Unit correctly. It also helps you to get acquainted with the keys, features, and functions of the SF Unit. It tells you where everything is located, what the display indicators mean how to adjust the display contrast, and other important information.

PART 2 Operation Reference

This part of the manual gives you more detail about the fundamental operation of the SF Unit. It provides all of the detail you need to help you use the SF Unit to its full potential.

PART 3 Data Management Functions

This part of the manual details the versatile data management functions of the SF Unit. It describes the procedures required for data storage, recall and editing in the Telephone Directory, the Memo Mode, the Schedule Keeper, the Business Card Library, the Expense Mode, and the Reminder.

PART 4 Timekeeping Functions

Your SF Unit includes powerful timekeeping functions that help to keep you on time all the time. The Home Time function lets you set the current time for your home, specifying 12-hour or 24-hour format, standard time or summer time. The World Time function gives you instant access to the current time in any one of 219 cities around the globe.

PART 5 Calculator Functions

The SF Unit also gives you the capability to perform all of the mathematical operations available on today's calculators. In addition, you also get an innovative date calculation function that makes it possible to perform addition and subtraction operations that involve dates.

PART 6 Data Communications and Printing

The data communications capabilities of the SF Unit let you transfer data between two SF Units, or between the SF Unit and a personal computer. This part of the manual details the necessary connections and procedures required for data communications. It also describes how you can print data from the unit by connecting to a serial printer.

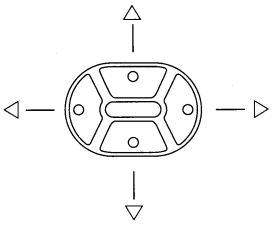
PART 7 Technical Reference

This part of the manual provides technical information on troubleshooting, user maintenance, specifications, etc.

Manual conventions

This manual uses the following conventions when mentioning key operations and functions within text.

- Keys are indicated using upper-case bold characters **LIKE THESE**.
- When a key has more than one function, only the function under discussion at that time will be noted. With the **ON/CLEAR** key, for example, **ON** will be used to indicate switching the SF Unit on, while **CLEAR** will be used to indicate the clear operation.
- Text that appears on the display of the unit is represented in this manual using a font that is different from the explanatory text. The display text "NAME?" for example represented as: `NAME?`.
- Note that the cursor key itself is not actually marked with arrows. To make the explanations in this manual as easy to understand as possible, however, we will refer to specific cursor keys as noted in the illustration below.



- Note that operation of this unit's **SHIFT** key is different from that normally found on a computer's keyboard. For the operation **SHIFT CLEAR**, for example, you should not hold down the **SHIFT** key while you press **CLEAR**. Instead, you should press and then release the **SHIFT** key, and then press the **CLEAR** key.

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PART 1

Getting Started

Read this first!

You must be familiar with the following information in order to use the SF Unit correctly. It tells you what to do in order to avoid losing important data stored in memory. Please be sure to read the following before using the SF Unit!

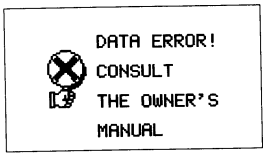
Make back up copies of important data!

Your SF Unit employs electronic memory, which makes it possible to store large volumes of data and to recall stored data quickly and easily. Data is retained as long as power is supplied by the batteries. This means that should batteries go dead, or if you make a mistake while replacing batteries, the data stored in memory may be damaged or lost entirely. Data contents can also be damaged or lost due to strong electrostatic charge, strong impact, or extremes in temperature and humidity.

All of this means that you should make back up copies of important data in a notebook in case any of the above conditions occur.

About data errors...

Whenever you switch on the power of the SF Unit, it performs a self-check before beginning operation. If the SF Unit detects a problem with the data stored in memory, it displays the following message.



Note that once data is lost it cannot be recovered. Such data errors are generally caused by one of the following problems.

- Interruption of battery power.
- Severe electrostatic charge, impact, change in temperature, or change in humidity.
- Hardware problem.

Once the Data Error display appears, you will not be able to input or edit data, though you will be able to recall data after pressing **CLEAR** to clear the error message. In order to return memory to normal (allowing further input and editing of data), you must perform the RESET operation to clear the memory of all data. Before doing so, you may want to recall important data and write it down (if you don't already have a copy). You can then re-input the data after clearing the memory.

If you still have trouble after trying the RESET operation, you may have a hardware problem. If so, consult with your nearest CASIO dealer.

About the memory overflow message...

The memory overflow message appears on the display when the data you are trying to store exceeds memory capacity.

When this happens, perform the two following operations.

- Press ◁ or ▷ to display the data you are trying to input, and reduce the number of characters. If the memory overflow message appears again when you try to store the data, try the next operation below.
- Press **CLEAR** to display the input prompt for the mode you are in ("NAME?" "MEMO?"). Next, delete data items you no longer need to make room for the new data.

General Precautions

- Never try to take the SF Unit apart.
- Avoid strong impact and sudden temperature changes.
- At very low temperatures, the display response time may slow down or the display may fail completely. This is temporary and correct operation should return at normal temperature.
- To avoid serious damage to the SF Unit caused by leaking batteries, replace batteries once every two years, regardless of how much you use the SF Unit during that time.
- Never use thinner, benzine or other volatile agents to clean the exterior of the SF Unit. Instead, wipe it off with a soft cloth dampened in a solution of water and a mild, neutral detergent. Wring the cloth out until it is almost dry.

- If the SF Unit is exposed to strong static electrical charges, the display may dim or the SF Unit may lock up. To correct this situation, switch power off, and then remove and then replace the batteries.
- Do not press the keys with a pen, pencil or other sharp object.
- The SF Unit may cause interference with radio or television reception. Keep it away from such appliances when you are using it.

About the Power Supply

The SF Unit is powered by three CR2032 lithium batteries. If nothing appears on the display when you switch power on, or if the display becomes dim, it probably means that batteries are weak. When such symptoms occur, use the procedures described in this section to replace batteries as soon as possible.

Caution

- **All data stored in memory is lost if you remove more than one battery at one time.**
- **Be sure that you keep a separate copy of all important data that you store in the SF Unit.**

Battery Precautions

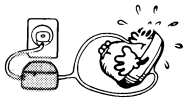
Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the SF Unit. Note the following precautions.

- Be sure that the positive (+) side of each battery is facing up (so you can see it).

- Never mix batteries of different types.

- Never mix old batteries and new ones.

- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use the SF Unit for a long period.
- Replace batteries at least once every two years, no matter how much you use the SF Unit during that period.
- Never try to recharge the batteries supplied with the SF Unit.

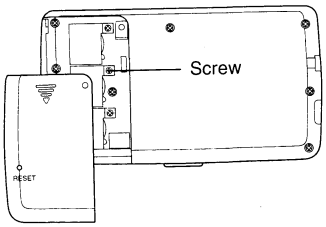


- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.

Keep batteries out of the reach of small children. If swallowed, consult with a physician immediately.

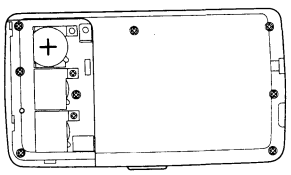
To replace the batteries

1. Loosen the screw on the back of the SF Unit that holds the battery compartment cover in place, and remove the cover.



Caution
In the next step, be sure to remove only one battery at a time.
Otherwise, you will lose all data stored in memory.

2. Loosen the screw that secures one of the three battery holders in place and remove the battery holder.
3. Replace the old battery with a new one, making sure that the positive (+) side of the new battery is facing up (so you can see it).



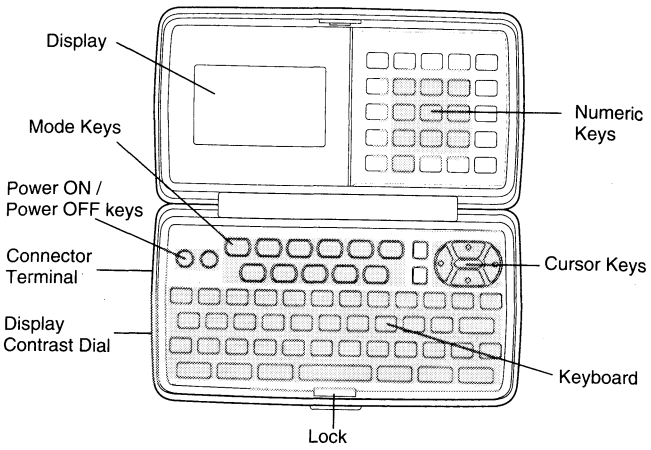
4. Replace the battery holder and secure it by tightening its screw.

PART 2

Operation Reference

General Guide

The following illustration shows the names of the main controls of the SF-7900.



Setting Up the SF Unit

After batteries are loaded, use the following procedures to set up the SF Unit for operation.

To switch power on and off

1. Press **ON** to switch power on.
- The initial screen for the mode that was selected when you last switched power off appears on the display.
- If the data error message appears on the display, follow the procedures described on page 11.

- If nothing appears on the display when you switch power on, replace batteries as soon as possible.

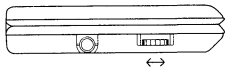
2. Press **OFF** to switch power off.

About the Auto Power Off function...

The SF Unit is equipped with an Auto Power Off function that switches power off automatically whenever you do not perform any key operation for about six minutes. To restore power, press **ON**.

To adjust the display contrast

Rotate the display contrast dial.



Note

If the display continues to look dim even when you adjust the contrast to a darker setting, it probably means that batteries are weak. When this happens, use the procedures under "To replace the batteries" to replace batteries as soon as possible.

To select a mode

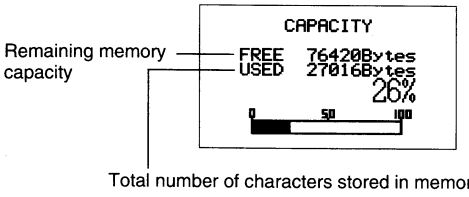
Press one of the mode keys to select the mode you want.

EXPENSE	The Expense Mode lets you store expense data, including payment date, payment method, description, etc. You can also produce total for a specific date or other period of time.
TEL	Telephone Directory Mode for storage of telephone numbers, names, addresses, and six user-definable entries.

BUSINESS CARD	Business Card Library Mode for storage of names, employers, telephone numbers, positions, departments, P.O.boxes, addresses, telex and fax numbers, and six user-definable entries.
MEMO	Memo Mode for storage of unformatted data in a kind of electronic notebook.
SCHEDULE	Schedule Keeper Mode for storage of appointments scheduled for specific dates and times, and setting of Schedule Alarms to remind you of your appointments.
CALENDAR	Displays any monthly calendar from January 1901 through December 2099.
HOME/WORLD	Home Time/World Time Modes for display of the current time in your hometown and other locations around the globe. For example, you can set New York as your home time and London as the world time.
REMINDER	Reminder Mode to create reminders and alarms for annual, monthly, and daily events.
CAL	Calculator Mode for basic calculations with the touch of a key.

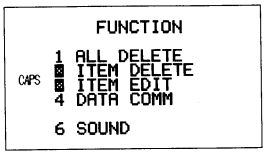
To check the memory status

Hold down **CAPA** to display a screen that shows the current memory status. To clear the memory status display, release **CAPA**.



To use the FUNC (Function) key

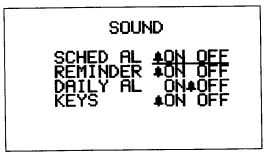
Press the **FUNC** key to display a function menu that makes it possible to perform functions that are not marked on the unit's keys.



Just like in the above example display, all of the functions included in a function menu have a number at the beginning. Press the number key that corresponds to the function you want to perform.
Whenever a function menu item's leading number is replaced by "▣", it means you can't select that menu item in the operation you are performing.

About the SOUND menu....

The sound menu lets you switch the key input tone and the various alarms of the SF Unit on and off.



The on/off status of each SOUND menu item is indicated by a bell symbol (🔔) as shown above.

To switch the key input and alarm tones on and off

1. Press **FUNC** once to display the first function menu.
2. Press **6** to select the SOUND menu item.
3. Use △ and ▽ keys to move the underlining to the item you want to change.
4. Use ◁ and ▷ to switch the key input tone on and off.
5. Repeat steps 3 and 4 to change other items of you want.
6. Press **SET** to store your setting and clear the SOUND menu.

About alarm types

This unit has three types of alarms: the Daily Alarm, Schedule Alarm, and Reminder Alarms. The following describes each of these alarms.

Daily Alarm
The Daily Alarm sounds at the same time everyday, when the Home Time reaches the time you have set as the Daily Alarm (page 76).

Reminder Alarm
The Reminder Alarm sounds on the same date each month or each year, or at the same time everyday. Use the Reminder Mode to set this type of alarm (page 58).

Schedule Alarm
The Schedule Alarm sounds at the specified time on a specified date. Use the Schedule Keeper Mode to set this type of alarm (page 42).

An alarm tone sounds for about 20 seconds and an alarm message appears on the display whenever an alarm time is reached, even if unit power is switched off. You can stop the alarm by pressing any key and then press **ESC** to return to the display that was shown before the alarm began to sound.

Important!

- An alarm will not sound if that type of alarm is switched off on the SOUND menu. This is especially important to remember when you want to use Reminder and Schedule Alarms. For details on how to switch alarms on, see "About the SOUND menu" on page 19.
- If the Daily Alarm set in the Home Time Mode and a Daily Reminder alarm set in the Reminder Mode are set for the same time, the Daily Reminder alarm takes precedence. This means that the Daily reminder message appears on the display when the alarm time is reached.
- The alarm does not sound if you are performing a data communications operation when the alarm time is reached.
- The alarm may fail to sound if battery power is too low.

Note
If the message "SECRET DATA!" appears on the display, it means that an alarm time set in the Secret Area (see page 71) was reached.

Inputting Letters, Numbers, and Symbols

The following describes the basic input operations for the SF Unit. Note that you can use the following operations to input data only in the Telephone Directory, the Memo Mode, the Schedule Keeper, the Business Card Library, the Expense Mode, and the Reminder.

In all of the following operations, the input or correction is performed at the current cursor location. To move the cursor around the display, use the △, ▽, ◁, and ▷ cursor keys. Press **SHIFT** and then ◁ to make the cursor jump to the first character of an entry, or **SHIFT** ▷ to jump to the end of an entry.

Note
Every character and symbol you input is counted as an input character. Next (◢) and new-line (↵) symbols are also counted as input characters. The maximum number of input characters that can be stored for each data item is 331 in the Expense Mode, and 384 in all other modes. When the number of characters you are inputting into the current data item exceeds 321 in the Expense Mode or 374 in the other modes, the cursor changes shape from "_" to "▮". This indicates that you can input only 10 more characters for the current data item.

To input letters and numbers

Press the key that is marked with the letter or number that you want to input.

To input upper-case letters

Press **CAPS** to switch the keyboard between upper-case and lower-case letters. The indicator "CAPS" on the display shows that the keyboard is shift-locked for upper-case letters.

- The upper-case/lower-case setting you make with **CAPS** remains in effect until you change it, even when you switch the SF Unit off.
- A shift-lock operation using **CAPS** affects the letter keys only. It does not shift the number keys for punctuation symbol input.

To shift the keyboard

Press **SHIFT** to temporarily shift the keyboard between upper-case and lower-case letters. The indicator "SHIFT" on the display shows that the keyboard is shifted.

- If the keyboard is shift-locked for upper-case input, pressing **SHIFT** shifts to lower-case. If the keyboard is set for lower-case letters (by the **CAPS** key), pressing **SHIFT** changes to upper-case.
- With **SHIFT**, the keyboard remains shifted for input of one character only. As soon as you input one character, the keyboard switches back to the status set by **CAPS**.

To input accented characters

Press the **ACC** key and confirm that the "ACC" indicator is on the display. Next, input the character. The following character accents are available.

- Umlaut (Ä, Ë, Ï, Ö, Ü, ä, ë, ï, ö, ü) ..... **ACC Z**
- Acute Accent (Á, É, Í, Ó, Ú, á, é, í, ó, ú) ..... **ACC X**
- Grave Accent (À, È, Ì, Ò, Ù, à, è, ì, ò, ù) ..... **ACC C**
- Circumflex (Â, Ê, Î, Ô, Û, â, ê, î, ô, û) ..... **ACC V**
- Tilde (Ã, Õ, Ñ, ã, õ, ñ) ..... **ACC B**

To input other symbols

1. Press **SMBL** to display a menu of numbered symbols on the display.
- There are a total of 7 symbol menu screens.

§	!	"	#	$	&	*	:
;	<	>	?	@	[	\	]
^	{	¦	}	~	¡	¿	IJ
Æ	Ç	Å	Ø	ß	¶	¢	ij
æ	ç	å	ø	£	¥	Ω	ª
º	±	°	²	³	µ	½	¼
¾	ƒ	¦	Fr	←	→		

- To clear the symbol menu from the bottom of the display without inputting a symbol, press **ESC**.

2. Use △ and ▽ to scroll through the symbol menu screens until the one that contains the symbol you want appears on the display.
3. Press the number key (**1** thru **8**) that matches the number to the left of the symbol you want to input. The symbol is input at the current cursor position and the symbol menu is cleared from the display.

To correct, delete, or insert characters

To correct a character, simply move the cursor to the location of the character and input the character you want to change to.

To delete a character, move the cursor to the character you want to delete and press **DEL**.

To insert a character, move the cursor to the desired position. Press **INS** and type the character you want.

Date and time input

The following guidelines apply to inputting dates and times in the Schedule Keeper and Reminder Modes, and dates in the Expense Mode.

- Years can be input within the range of 1901 through 2099. You can enter 20th century years using only two digits (94 for 1994, for example). 21st century years must be entered in four digits.
- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- You do not have to input the minutes if they are "00".
- If you are using 12-hour time format, press **A** to specify AM or **P** to speciify PM.
- All illegal input (13 for the month, for example) is ignored.

PART 3

Data Management Functions

This part of the manual describes how to input and store data in the Telephone Directory, Memo, Schedule Keeper, Business Card Library, Expense Mode and Reminder Modes. It also describes how the Calendar Mode can be used in combination with the Schedule Keeper Mode.

To enter a mode

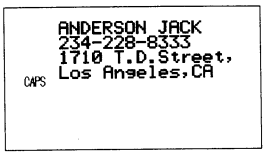
Press the mode key that corresponds to the mode that you want to enter. When you enter the Business Card Library, Telephone Directory, Memo Mode or Reminder Mode, an initial screen appears on the display.

An Index Display appears as soon as you enter the Schedule Keeper and Expense Mode. For details on the Index Display, see "About display formats" below.

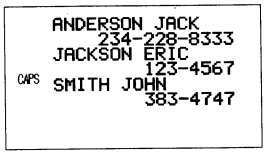
About display formats

There are two display formats used in the Business Card Library, Telephone Directory, Schedule Keeper, Memo, Expense Mode and Reminder Modes: a data display format and an index display format. The data display shows all of the data entries contained in a data item, while an index display abbreviates each data item into one or two lines. The index display makes it possible to quickly scroll through data items to find the one that you want.
You can switch between the data display and index display formats at any time by pressing **DISP CHNG**.

Data Display
You can scroll through a data display line-by-line using the △ and ▽ cursor keys. If you press ⏫ and ⏬, the display scrolls data item-by-data item.



Index Display
You can scroll through an index display data item-by-data item using the △ and ▽ cursor keys. You can scroll the data screen-by-screen using the ⏫ and ⏬ keys.



Using the Telephone Directory

The innovative Telephone Directory mode of the SF Unit lets you input names, telephone numbers, and addresses for instant look up when you need them. It even gives you a total of six user-definable items that you can use to record birthdays, hobbies, or any other information you want. Each Telephone Directory data item can contain up to 384 characters (including next and newline symbols).

About Telephone Directory data items and data entries...

Telephone Directory information is stored in units called data items. Each data item is made up of a number of data entries. Telephone Directory data items are made up of nine entries: Name, Number, Adress, plus 6 FREE entries (FREE1 ~ FREE6)

Inputting Telephone Directory data

Use the following procedure to input Telephone Directory data.

Note

Telephone Directory data is automatically sorted according to name entries. See "Auto Sort Sequence" for information on how this unit sorts data.

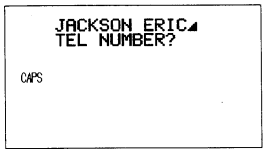
To input Telephone Directory data

Example: To input the following data.
Name: ERIC JACKSON
Phone Number: 123-4567, 987-5432
Address: 570 Casio Avenue Seattle WA

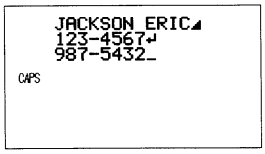
1. Enter the Telephone Directory Mode. At this time, you could press **CLEAR** to clear the initial Telephone Directory screen and change to the name input screen.

Prompt for name input

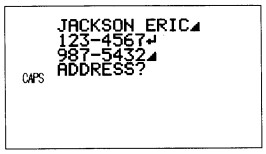
2. Input the name with the last name first, since the data is sorted according to the name entry.
3. Press **NEXT**. The separator mark ◢ is inserted at the end of the line, and the "TEL NUMBER?" prompt appears to ask you to input the telephone number.



4. Input the telephone number.

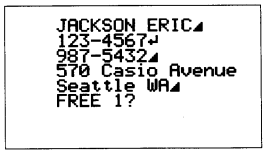


5. After inputting a telephone number, press **NEXT** to advance to address input.

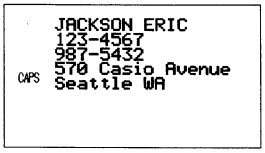


6. Input the address.
- The display scrolls automatically as you input more data.

7. After inputting an address, press **NEXT** to advance to the FREE input.



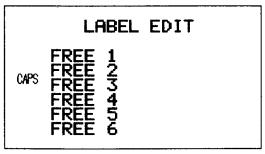
8. Input any other information you want.
9. After inputting all of the data you want, press **SET** to store it in memory.



- You can press **SET** at any point in the above procedure to store the data you have input up to that point.

To change a FREE entry label

1. Press **TEL** and display the initial screen of the Telephone Directory Mode.
2. Press **FUNC** twice to display the second function menu.
3. Press **3** to select `LABEL EDIT`.
- To clear the function menu without selecting anything, press **ESC**.



4. Use △ and ▽ to move the cursor between the FREE labels.
- To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.
5. When the cursor is located at the text you want to change, enter the text you want.
- Labels can be up to 15 characters long.
6. After making the changes you want, press **SET** to store them.
- The labels you create appear as prompts when you are inputting Telephone Directory data.

Where to find other information

- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Business Card Library Mode

The Business Card Library Mode lets you store company names, telephone numbers, and addresses, along with personal names, positions, departments, fax numbers, and host of other important business data. It also provides a total of six user-definable items that you can use to record any other information. Each item can contain up to 384 characters (including next and newline symbols).

About Business Card Library items and entries...

Business Card Library information is stored in units called items. Each item is made up of the following nine entries:

NAME	EMPLOYER	TEL NUMBER
POSITION	DEPARTMENT	P.O.BOX
ADDRESS	TELEX NUMBER	FAX NUMBER

In addition to these nine named entries, there are also six "FREE" entries (FREE 1 to FREE 6). These "FREE" entries can be used to store any type of data you want. You can even change the FREE labels to create your own named entries.

Inputting Business Card Library data

1. Enter the Business Card Library.
2. Press **CLEAR** to clear the initial Business Card Library screen and change to the "NAME" prompt.
- You can skip step 2 and begin name input directly from the initial Business Card Library screen.
3. Input the name of the person.
- It is best to input the last name first, because Business Card Library data under the same employer is automatically sorted by the name entry.
- A Business Card Library item must have a name and employer entry. Other entries can be skipped by pressing **NEXT**.
4. After inputting a name, press **NEXT** to advance to employer name input and input the name of the employer.
5. After inputting an employer name, press **NEXT** to advance to telephone number input and input the telephone number.
6. After inputting a telephone number, press **NEXT** to advance to position name input and input the position name.

7. Continue to input the department, P.O.Box, address, telex number and fax number as it is prompted on the display. Press **NEXT** without inputting anything to skip an entry.
8. After the fax number entry, input for the first FREE entry is prompted, so you can input any other information you want, using the user-definable entries.
9. After inputting data, press **SET** to store it.

To change a FREE entry label

1. Press **BUSINESS CARD** and display the initial screen of the Business Card Library Mode.
2. Press **FUNC** twice and then press **3** to select **LABEL EDIT**.
3. Use △ and ▽ to move the cursor between the FREE labels.
4. When the cursor is located at the label you want to change, input the label you want to change to.
- Labels can be up to 15 characters long.
5. After making changes, press **SET** to store them.

Where to find other information

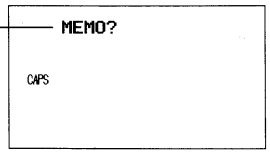
- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Using the Memo Mode

The Memo Mode of the SF Unit is like a pad of electronic memo paper that lets you store information in any format you want. You can input Memo Mode data by adding new memos to the end of data already in memory, or you can insert new memo data between two existing Memo Mode data items. Each Memo Mode data item can contain up to 384 characters (including newline symbols).

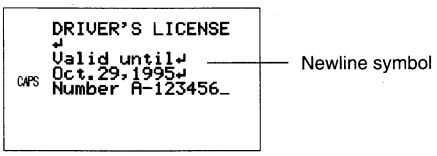
To input Memo Mode data

1. Enter the Memo Mode. At this time, you could press **CLEAR** to clear the initial Memo Mode screen and change to the memo input screen.



2. Input the first line of memo data you want to store.
- Note that the first line of memo data is treated as the memo's name. Because of this, it is a good idea to use a short descriptive title as the first line.

3. Input the rest of your data.



4. After inputting all of the data you want, press **SET** to store it in memory.

To insert a new Memo Mode data item between two items in memory

1. Enter the Memo Mode.
2. Recall the data item you want to come after the new data item you are about to input, and move the name of the data item into the top line of the display. (See "Recalling data stored in memory" on page 59)
3. Input the new data item.
4. Press **SHIFT SET** to store the new data item.

- If you press **SET** without pressing **SHIFT**, the new data item is automatically stored at the end of the data already existing in memory.

Where to find other information

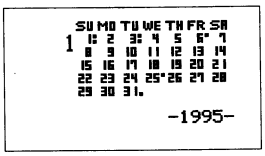
- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Using the Calendar

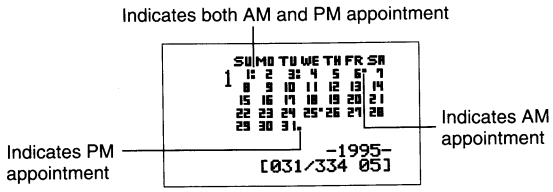
The calendar is pre-programmed to display full-month calendars of any month from January 1901 through December 2099.

To display the calendar

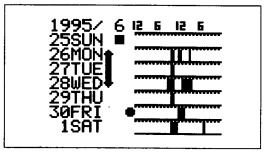
Press **CALENDAR** to enter the Calendar Mode.



- The above procedure displays the calendar that contains the date currently set in the Home Time display.
- If you enter the Calendar Mode while the Home Time display is shown, the calendar appears with the current date flashing within the calendar.
- When you enter the Calander Mode right after you are in the Schedule Keeper or Expense Mode, the calendar that contains the Schedule Keeper (or Expense Mode) date you were viewing appears. In this case, the Schedule Keeper (or Expense Mode) date you were viewing appears flashing within the calendar.
- Dots to the right of the dates in the calendar indicate for which dates you have Schedule Keeper appointments or Reminder Mode annual or monthly reminders scheduled.



- Pressing **DISP CHNG** while a calendar is displayed changes to the Weekly Schedule screen. The Weekly Schedule screen shows your Schedule Keeper and Reminder Mode data for an entire week. See page 45 for details.



To change the week format

1. Press **CALENDAR** to enter the Calendar Mode.
2. Press **FUNC** and then press **5** to select **WEEK FORMAT**.
3. Press **1** to select the Sunday-to-Saturday format, or **2** to select the Monday-to-Sunday format. As soon as you make a selection, the calendar display appears with the format you selected.

Note

The setting you make here is also applied to the Weekly Schedule screen (page 45). Selecting Sunday-to-Saturday causes Sunday to appear at the top of the Weekly Schedule screen, while Monday-to-Sunday causes Monday to appear at the top.

To scroll through calendars

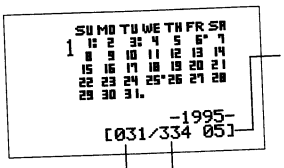
1. Enter the Calendar Mode.
2. Use the △ and ▽ cursor keys to scroll sequentially through the calendars. Holding down either key scrolls at high speed.
- The above procedure works only when the date cursor is not flashing in the calendar. To clear the date cursor from the calendar, press **ESC**.

About the date cursor.....

The date cursor flashes at a date in a calendar to indicate that the date is selected.

- If a calendar is already shown on the display, press the ▷ cursor key to make the date cursor appear at the first date in the calendar, or the ◁ cursor key to make it appear at the last date in the calendar.

- You can make the date cursor appear at any specific date within a displayed calendar by entering that date. For example, pressing **1 2** causes the 12th to start flashing in the displayed calendar.
- You can move the date cursor around the calendar using the △, ▽, ◁, and ▷ cursor keys.
- Three numbers appear at the bottom of the display whenever you select a calendar date with the date cursor. The following explains the meanings of these numbers.



Number of days from the beginning of the year up to the date selected by the date cursor.

Number of weeks from the beginning of the year to the week that contains the date selected by the date cursor.

Number of days from the date selected by the date cursor to the end of the year.

- To clear the date cursor from a calendar, press **ESC**.

To specify a month for display in the Calendar mode

1. While a calendar is displayed, press **CLEAR**.
2. Input the year of the calendar you want to display and press **TIME/DATE**.
3. Input the month of the calendar you want to display.
4. Press **CALENDAR**. The calendar for the month you specified is displayed.

To specify a month and date for display in the Calendar mode

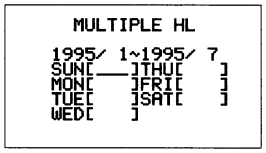
1. While a calendar is displayed, press **CLEAR**.
2. Input the year of the calendar you want to display and press **TIME/DATE**.
3. Input the month of the calendar you want to display and press **TIME/DATE**.
4. Input the date and press **TIME/DATE** to display the calendar for the month you specified. The date cursor is flashing within the calendar at the date you specified.

To highlight and unhighlight specific dates

1. Enter the Calendar Mode.
2. Display the calendar that contains the date you want to highlight.
- You can either scroll through calendars using △ and ▽, or you can specify the month.
3. Use the date cursor to select the date that you want to highlight.
4. Press **SET** to highlight the date currently selected by the date cursor.
- To unhighlight the date, press **SET** again.
5. After you highlight the dates you want, press **ESC** to clear the date cursor from the calendar.

To highlight days of the week for multiple months

1. Enter the Calendar Mode.
2. Display the calendar from where you want highlighting to start.
- You can either scroll through calendars using △ and ▽, or you can specify the month.
3. Press **FUNC** and then press **3** to select **MULTIPLE HL**.
- To clear the function menu without highlighting anything, press **ESC**.
4. Input the year of the calendar where you want the highlighting to end and press **TIME/DATE**.
5. Input the month of the calendar where you want the highlighting to end and press **TIME/DATE**.



6. Use the cursor keys to select the day of the week you want to highlight.
7. Press **MARK** to specify the currently selected day of the week for highlighting.
- When a day of the week is specified for highlighting, "**SET**" appears within the parentheses following its abbreviation. To deselect (unhighlight) a day of the week, select it and press **MARK**.
8. After specifying all of the days of the week you want highlighted during the period you specified in steps 2 through 5 above, press **SET** to highlight the applicable dates.

To unhighlight all dates in a specific month

1. Enter the Calendar Mode.
2. Display the calendar for the month whose dates you want to unhighlight.
   - You can either scroll through calendars using △ and ▽, or you can specify the month.
3. Press **FUNC** and then press **2** to select `MONTH DELETE`.
   - To clear the function menu without deleting anything, press **ESC**.
4. Press **SET** to clear all highlights from the month you specified in step 2 above or **ESC** to abort the operation without deleting anything.
   - Remember that the delete operation cannot be undone.

To unhighlight all dates up to a specific month

1. Enter the Calendar Mode.
2. Press **FUNC** and then press **1** to select `ALL DELETE`.
   - To clear the function menu without unhighlighting anything, press **ESC**.
3. Input the year of the calendar where you want the unhighlighting to end and press **TIME/DATE**.
4. Input the month of the calendar where you want the unhighlighting to end and press **TIME/DATE**.
5. Press **SET** to clear all highlights from January 1901 up to the month you specified in steps 3 and 4 above, or **ESC** to abort the operation without deleting anything.
   - Remember that the delete operation cannot be undone.

Using the Schedule Keeper

The Schedule Keeper lets you store data about your appointments to keep you on time all the time. It lets you input the time and a description of your appointment. You can even set Schedule Alarms that remind you when it is time to get ready for your appointments. When you input data for a specific date, a marker appears next to that date on the calendar to let you keep track of your schedule at a glance. Each Schedule Keeper data can contain up to 384 characters, including newline symbols.

To enter the Schedule Keeper

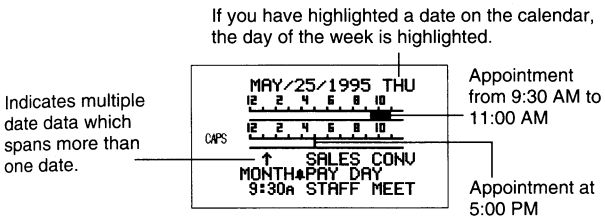
You can use either of the two following methods to enter the Schedule Keeper.

- Press **SCHEDULE**. The Schedule Keeper screen for the current date set on the Home Time display appears.
- Display the calendar and move the cursor to the date you want, then press **SCHEDULE**. The Schedule Mode screen for the day you select appears on the display.

About Schedule Keeper displays...

Two different display formats are used in the Schedule Keeper.

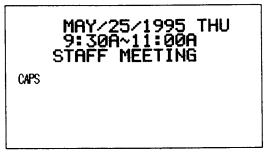
Index Display
— shows at a glance when appointments are scheduled through an entire day.


If you have highlighted a date on the calendar, the day of the week is highlighted.
MAY/25/1995 THU
12 2 4 6 8 10
12 2 4 6 8 10
CAPS
↑ SALES CONV
MONTH▲PAY DAY
9:30A STAFF MEET
Indicates multiple date data which spans more than one date.
Appointment from 9:30 AM to 11:00 AM
Appointment at 5:00 PM

An Index Display of Schedule Keeper and Reminder items for that date appears underneath the Timetable Graph. One line is used for each item. The following symbols are used at the beginning of each line to indicate data types, as well as start and end times.

Symbol	Meaning
↑	Start date for a multi-date item
I	Date inside of a multi-date item
↓	End date for a multi-date item
ANNI	Annual Reminder data
MONTH	Monthly Reminder data

Data Display
— contains all the details for the appointment.



- You can switch between the timetable display and the data display by pressing **DISP CHNG** in the Schedule Keeper Mode.
- When you have more than one entry within the same date in the Schedule Keeper, the data is sorted as shown below.

Sequence	Time Data	Remarks
1	Multiple Date	Schedule Keeper data that spans more than one date.
2	ANNI	Annual Reminder data
3	MONTH	Monthly Reminder data
4	None	When there are multiple no-time entries, they are arranged in the order they are input.
5	10:00	When there are multiple entries with the same time, they are arranged in the order they are input.
6	11:00~11:15	Start time ~ end time data is stored according to the start time only.
7	11:10	This item comes after item 6 because it is later than item 6's start time.

To specify a date

Schedule Keeper data is stored along with its date, with the date being treated as a separate data entry. Use the following procedure to specify a date in the Schedule Keeper Mode.

1. Press **SHIFT CLEAR**.
2. Input the year and press **TIME/DATE**.
3. Input the month and press **TIME/DATE**.
4. Input the date and press **TIME/DATE**. The Index Display that contains that date appears on the display.

To input Schedule Keeper data for a single date

1. Press **SCHEDULE** to enter the Schedule Keeper, and enter a date as instructed in "To specify a date".
2. Press **CLEAR**.
- You can skip this step.
3. Input the starting time of the appointment, pressing **TIME/DATE** between the hour and the minutes.

- To create a Schedule Keeper data entry with a description only (without any start time or end time), press **NEXT** (to advance directly to step 7) without entering a time.
- If you are using the 12-hour timekeeping format, be sure to press **A** to specify AM or **P** to specify PM when inputting time.

4. Press **TIME/DATE** again.

- To create a Schedule Keeper data entry with a start time and description only (without any end time), press **NEXT** (to advance directly to step 7) instead of **TIME/DATE**.

5. Input the ending time of the appointment, pressing **TIME/DATE** between the hour and the minutes.
6. Press **NEXT**.
7. Input a description of the appointment.

- If you want to set a schedule alarm, press **NEXT** after inputting the description. See "To set a schedule alarm when inputting data".

8. After inputting the data, press **SET** to store it into memory.

To input Schedule Keeper data for multiple dates

1. Enter the Schedule Keeper and display the date from where you want the multiple-date item to start.
2. Press **FUNC** twice to display the second function menu, and then press **3** to select `MULTI-DATE`.
3. Input the ending year, month, and date, pressing **TIME/DATE** after each input.
4. Input the description of the multiple-date item.
5. Press **SET** to store the item.

Using Schedule Alarms

You can set schedule alarms for Schedule Keeper data entries to help you keep on time for important appointments. Note the following important points when you are using a schedule alarm.

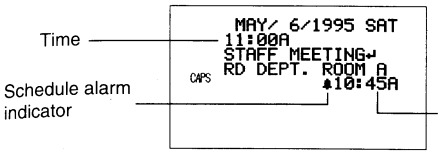
- The alarm indicator and time are automatically cleared after the alarm time is reached.
- Schedule alarms can only be set for Schedule Keeper data entries that include time data. If you set a schedule alarm for a Schedule Keeper entry with time data and then later clear the time data, the schedule alarm is also cleared automatically.

To set a schedule alarm when inputting data

1. Enter the Schedule Keeper and input data, using the procedures described in steps 1 through 7 under "To input Schedule Keeper data for a single date" on page 41.
2. After inputting the description, press **NEXT**.

- You can press **NEXT** without inputting anything for the description.

3. Input the schedule alarm time. Use the ▷ and ◁ cursor keys to move between the hour and minutes setting.



- You can skip this input if you want the schedule alarm time to be the same as that for the schedule data time.
- Whenever the schedule alarm setting is shown on the display, pressing **DEL** clears the alarm time and displays the prompt "🔔`TIME?`" Input the alarm time using the same procedure described above.

4. After inputting the data, press **SET** to store it into memory.

- Note that the schedule alarm setting is cleared from the display when you press **SET**.
- If you attempt to set a schedule alarm time that is already passed, the message "`ALARM TIME ALREADY PASSED!`" appears on the display. Then the data is stored without a schedule alarm.
- If you attempt to set a schedule alarm time that is already set for another data entry, the message "`ALARM TIME ALREADY USED!`" appears on the display. Press **ESC**, ▷ or ◁ to display the schedule alarm to change it.

To set or change a schedule alarm for an existing data entry

1. Enter the Schedule Keeper and recall the data for which you want to set or change a schedule alarm. And then press **FUNC 3** to enter the edit mode.
2. Press **NEXT** until the cursor moves to the Scedule Alarm time.
3. Input the schedule alarm time. Use the ◁ and ▷ cursor keys to move between the hour and minutes setting.

- Whenever the schedule alarm setting is shown on the display, pressing **DEL** clears the alarm time and displays the prompt "🔔TIME?". Input the alarm time using the same procedure described above.

4. After inputting the data, press **SET** to store it into memory.

- Note that the schedule alarm setting is cleared from the display when you press **SET**.

To view a data entry's current schedule alarm setting

1. Enter the Schedule Keeper and recall the date whose schedule alarm setting you want to view.
2. Press **NEXT** to switch the index display to show the schedule alarm settings for all entries stored under the date you are viewing.
3. Use △ and ▽ to scroll through the entries and view the alarm times.
4. To clear the schedule alarm times, press **NEXT** again.

Notes

- The above procedures displays Reminder data, including alarm times.
- If Schedule Keeper or Reminder data is not assigned an alarm time, the alarm time setting appears as "– –:– –".

To delete a specific schedule alarm

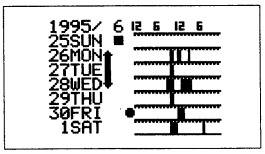
1. Enter the Schedule Keeper and recall the data for which you want to delete the schedule alarm. And then press **FUNC 3** to enter the edit mode.
2. Press ▽ until the schedule alarm time appears.
3. Press **DEL** to delete the currently set schedule alarm time.
4. After deleting the alarm time, press **SET** to store the entry into memory.

Where to find other information

- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Weekly Schedule screen contents

The Weekly Schedule screen shows Schedule Keeper and Reminder Mode data using the following symbols.



Symbol	Meaning
↕	Start date for a multi-date item
↕	Date inside of a multi-date item
↕	End date for a multi-date item
■	Reminder data
●	Item without time
I	Start time of appointment
▬	Appointment time frame
25 WED	Highlighted date

To display the Weekly Schedule screen

You cannot display the Weekly Schedule screen directly from the Schedule Keeper Mode. You must enter the Calendar Mode first.

1. While in the Schedule Keeper, press **CALENDAR** to enter the Calendar Mode.

- The month that contains the Schedule Keeper date you were viewing appears on the screen, with the date cursor flashing at that date.

2. Press **DISP CHNG** to display the Weekly Schedule screen.
- The Weekly Schedule appears for the week that contains the date where the date cursor was located in the calendar. The same date is also selected (flashing) in the Weekly Schedule screen.
- If there is no date selected in the calendar when you press **DISP CHNG**, the Weekly Schedule screen for the week that contains the first date of that month appears.

3. To return to the calendar from the Weekly Schedule screen, press **DISP CHNG** again.
- To return directly to the Schedule Keeper from the Weekly Schedule screen, press **SCHEDULE**.

Changing the selected (flashing) date in the Weekly Schedule screen

- Use the △ and ▽ keys to move the date cursor (page 35) around the Weekly Schedule screen. If the date cursor is located at the top of the screen, press △ changes to the previous week. If the date cursor is located at the bottom of the screen, press ▽ changes to the following week.
- Use the ⏫ and ⏬ keys to change the Weekly Schedule screen week-by-week. The date cursor will be located at the same day of the week.

Using the Expense Mode

The Expense Mode lets you store expense data, including payment date, payment amount, payment method, expense type (business or personal), whether or not a receipt was issued, and description. You can also produce total for a specific date or other period of time.

Before using the Expense Mode

When inputting data about the payment type and expense type in the Expense Mode, you can use preset labels to make input quicker and easier. This means that you should assign the text you want to the preset labels before actually using the Expense Mode. For details on how to do this, see "To edit labels" on page 49.

About Expense Mode data items and data entries...

Each Expense Mode data item is made up of the following seven data entries.

Data Entry	Description
Date	Year/Month/Date
Amount	Numbers up to eight digits long can be input
Payment Type	14 payment types, including "Cash," "AMEX" and others are preset for you to choose from. These preset labels can be edited freely.
Expense Type	14 expense types, including "Meals," "Hotel," "Mileage" and others are preset for you to choose from. These preset labels can be edited freely.
Receipt Y/N	Select Yes or No.
Business Y/N	Select Yes or No.
Description	Up to 331 Characters

- You can edit the 14 Payment Type and 14 Expense Type labels using the procedures described on page 49.
- For the Receipt and Business entries, you can select either Yes or No.

About Expense Mode Display formats

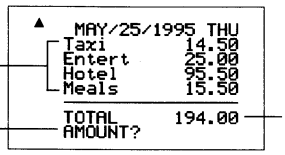
As with the other modes, Expense Mode data can be displayed using an Index Display or a Data Display. The following describes the contents of each type of display.

Index Display

The Index Display shows data day-by-day. The total of all expenses for the day is shown at the bottom of the display, above the **AMOUNT?** prompt.

Up to four entries are shown, along with payment type or expense type.

Total amount of all expenses for the day.

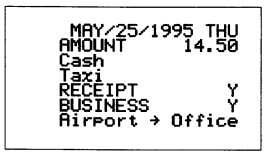


Up to nine digits can be displayed for the total amount. Numbers that are longer than nine digits are displayed as "*********.".

- In the Index display, only the first six characters of the name are shown.

Data Display

The Data Display shows all of the details for a specific entry.



Press the **DISP CHNG** key to switch between the Index Display and Data Display. The Index Display is always selected automatically whenever you press **EXPENSE** to enter the Expense Mode.

To enter the Expense Mode

You can use either of the two following methods to enter the Expense Mode.

- Press **EXPENSE**. The Expense Mode screen for the current date (as noted on the Home Time display) appears.
- Display the calendar, move the cursor to the date you want, and then press **EXPENSE**. The Expense Mode screen for the day you selected appears on the display.

To edit labels

Use the following procedure to change the labels assigned to expense and payment types.

1. Press **EXPENSE** to enter the Expense Mode.
2. Press **FUNC** twice to display the second function menu, and then press **3** to select **LABEL EDIT**.
3. Press **1** if you want to edit a payment type or **2** to edit an expense type.
4. Use △ and ▽ to select the item whose label you want to change.
5. While the label you want to change is selected, input the text for the label to which you want to change.
- Labels can be up to 14 characters long.

6. After you make all of the changes you want, press **SET** to store them in memory.
- The new labels will be displayed when you next input new data.

Note

- Using the above procedure to change a label does not change labels that are already assigned to expenses or payments. If you change a label from "Miscellaneous" to "Grocery," for example, entries that are already assigned the "Miscellaneous" are not changed.

To specify a date

Expense Mode data is stored along with its date, with the date being treated as a separate data entry. Use the following procedure to specify a date in the Expense Mode.

1. Press **SHIFT CLEAR**.
2. Input the year and press **TIME/DATE**.
3. Input the month and press **TIME/DATE**.
4. Input the date and press **TIME/DATE**. The Index Display that contains that date appears on the display.

To input Expense Mode data

1. Press **EXPENSE** to enter the Expense Mode, and input a date using the procedure described under "To specify a date."
2. Input the amount of the expense and press **NEXT**.

- In addition to inputting amounts directly, you can also perform a calculation with the Expense Calculator and input the result of a calculation. For details on using this technique to input an amount, see "Using the Expense Calculator to input an amount" on page 51.
- You can input an amount up to 99999999.
- Two decimal places is the default for the expense amount. This means that an input of 123 is automatically stored as 123.00. If you input a value that is seven digits long, the default becomes one decimal digit. A value that is eight digits long has no decimal digits.

3. After you press **NEXT** a list of payment type labels appears on the display. The list of payment type labels takes up two screens (seven labels each). Use ▽ and △ to switch between the two screens. While either screen is displayed, use number keys **1** through **7** to select the payment type label you want. If you want to skip this entry without inputting anything, press **NEXT** to move on to the next entry.
4. After you input a number or press **NEXT**, a list of expense type labels appears on the display. The list of expense type labels takes up two screens (seven labels each). Use ▽ and △ to switch between the two screens. While either screen is displayed, use number keys **1** through **7** to select the expense type label you want. If you want to skip this entry without inputting anything, press **NEXT** to move on to the next entry.
5. After you input a number or press **NEXT**, a screen appears to ask if you were issued a receipt for the expense. Press **Y** for Yes or **N** for No, or press **NEXT** to skip without inputting anything.
6. After you press **Y**, **N** or **NEXT**, a screen appears to ask if this is a business expense. Press **Y** for Yes or **N** for No, or press **NEXT** to skip without inputting anything.
7. Input a description of the expense, along with any other comments you want to include.
8. After you finish inputting data, you can use the △ and ▽ keys to scroll through the data entries and make any changes that you want.

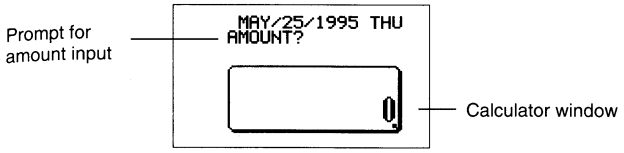
- Note that you cannot change the date entry during this data input procedure. To change the date, first save the data item and then use the procedure under "To move an Expense Mode data item to a different date" on page 66.

9. Press **SET** to store the data item in memory.

Using the Expense Calculator to input an amount

Use the following procedure to perform calculations with the Expense Calculator and input the result as an amount.

1. Enter the Expense Mode.
2. Press **CLEAR** and the "AMOUNT?" prompt appears.
3. Press **EXPENSE CAL** and the Expense Calculator window appears at the bottom of the display.



- To close the Expense Calculator window, press **ESC**.

4. Perform the calculation.

- The Expense Calculator can be used to perform arithmetic (addition, subtraction, multiplication, division) operations.
- Perform the calculation just as you would in the Calculator Mode. For details on using the Calculator Mode, see Part 5 of this manual.

5. While the calculation result is displayed, press ↵ or **NEXT**. The result is automatically entered at the amount at the prompt.

Notes

- If the calculation result is a value that is illegal for input as an amount, the result is not input automatically when you press ↵ or **NEXT**.
- The calculation 50 ÷ 16, for example, produces the result 3.125, which is an invalid value for an amount (because it has three decimal places). Because it is invalid, this value will not be input when you press ↵ or **NEXT**.
- If a calculation produces an invalid value, you can edit the value (in the above case you could use the ▷ key to shift the displayed value to the right and cut off the rightmost digit) before pressing ↵ or **NEXT**. Or you can press **ESC** to close the Expense Calculator window and then input a valid value directly.

6. After you input a value, press **NEXT** to move to the next entry, and proceed as described from step 3 under "To input Expense Mode data" on page 50.

Notes

- **M+** and **M–** can be used with the Expense Calculator just as they are used in the Calculator Mode. Note, however, that Calculator Mode memory data is treated separately from Expense Calculator data. This means that data you store in memory with the Expense Calculator cannot be recalled in the Calculator Mode, and vice versa.
- Pressing **EXPENSE CAL** while the cursor is located in an AMOUNT entry calls up the Expense Calculator even if that AMOUNT entry already contains an amount.
- You can call up the Expense Calculator when inputting new data or editing existing data.

To change the amount type

Use the following procedure to specify whether the payment or expense type should appear on the Index Display.

1. Press **EXPENSE** to enter the Expense Mode.
2. Press **FUNC** twice to display the second function menu, and then press **5** to select `AMOUNT TYPE`.
3. Press **1** to select `PAYMENT` or **2** to select `EXPENSE` . As soon as you make a selection, the function menu is cleared from the display.

```
  MAY/25/1995 THU
Cash          7.75
Cash         14.50
AMEX         25.00
AMEX         95.50
-----------------
TOTAL       172.75
▼AMOUNT?
```

```
  MAY/25/1995 THU
Meals         7.75
Taxi         14.50
Entert       25.00
Hotel        95.50
-----------------
TOTAL       172.75
▼AMOUNT?
```


Note

- When searching for data in the Expense Mode, you will be able to search for the entry you specify using the above procedure (PAYMENT or EXPENSE), but you will not be able to search for the other (unselected) entry. For details on searching for EXPENSE MODE data, see "Recalling data stored in memory" on page 59.

To calculate expense totals for a specific period

Use the following procedure to calculate totals (subtotals for each type and grand total) for data in the Expense Mode.

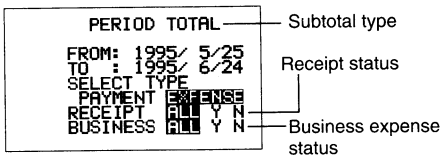
1. Press **EXPENSE** to enter the Expense Mode.
2. Press **FUNC** to display the function menu, and then **5** to select `PERIOD-TOTAL`.
3. Input the starting date using the following input sequence:

   Year **TIME/DATE** Month **TIME/DATE** Day **TIME/DATE**

4. Input the ending date using the following input sequence:

   Year **TIME/DATE** Month **TIME/DATE** Day **TIME/DATE**

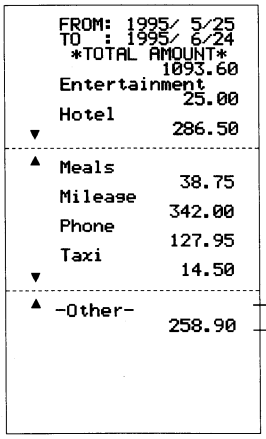
5. The next screen lets you specify the format of the total.



- For the receipt status, you can select only items with receipts (Y), only items without receipts (N), or all items (ALL).
- For the business expense status, you can select only business expenses (Y), only personal expenses (N), or all expenses (ALL).

Use △ and ▽ to select the item whose setting you want to change, and then use ◁ and ▷ to change the setting. To exit this screen, press **ESC**.

6. Press **SET** to calculate totals for the period you specified in accordance with the conditions you specified.



- This operation produces a total for each PAYMENT TYPE or EXPENSE TYPE, plus a grand total. This example here shows totalization according to EXPENSE TYPE.
- If all of the data cannot fit on the display, use ▽ and △ to scroll two lines at a time.
- Items for which the PAYMENT TYPE/ EXPENSE TYPE is not specified (because this specification was skipped during data input) are totalized under "-Other-".

- To return from this display to specification of the total format (step 5 above), press **ESC**. Now you can repeat steps 5 and 6 to calculate totals for the same period using different specifications.

7. To return to the normal Expense Mode screen, press **EXPENSE**.

About the total amount display

The amount for each type subtotal and the grand total can be an amount with an integer up to 10 digits long, plus a two-digit decimal part. This means that the maximum value is 9,999,999,999.99. Any value greater than this is displayed as "**********.**".

Where to find other information

- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Using the Reminder Mode

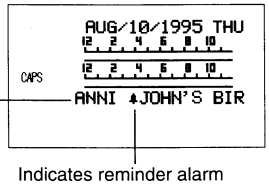
The Reminder Mode helps you keep track of events that occur once a year, once a month, or once a day. You can input a reminder message which appears on the display at preset times. Each reminder can contain up to 384 characters, including newline symbols.

About Reminder Mode data.....

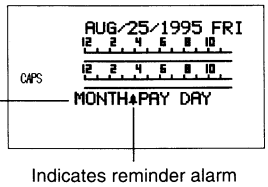
Once you set a reminder, the text that you register along with it appears on the corresponding date in the Schedule Keeper. You can also set reminder alarms that sound at specific times on the corresponding dates to make doubly sure that you don't forget.

There are three types of reminders.

Annual reminder
This type of reminder appears in the Schedule Keeper on the same date every year.



Monthly reminder
This type of reminder appears in the Schedule Keeper on the same date each month.



Daily reminder
This type of reminder does not appear in the Schedule Keeper, but sounds an alarm and displays its messages daily.

Inputting reminder data

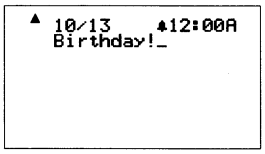
You can use the same procedure to input annual, monthly, and daily events. The type of Reminder data is determined by the date information that you input.

Reminder Type	Month	Date
Annual	Input month	Input date
Monthly	Input: "–"	Input date
Daily	Input: "–"	Input: "–"

To input reminder data

Example: To input the message "Birthday!" as an annual reminder message for October 13.

1. Enter the Reminder Mode. At this time, you could press **CLEAR** to clear the initial Reminder mode screen and change to the month input screen.
2. Input 10 as the month for the annual reminder.
- In the case of a monthly or daily reminder, you would input – for the month.
3. Press **TIME/DATE**.
4. Input the date of the reminder.
- In the case of a daily reminder, you would input – for the date.
5. Press **NEXT**.
- If you want to set a Reminder Alarm, you should press **TIME/DATE** in place of **NEXT**. See "To set a Reminder Alarm when inputting data" for details on setting a Reminder Alarm.
6. Input the reminder message (such as "Birthday!").



7. After inputting the data, press **SET** to store it into memory.

About Reminder Alarms.....

You can set reminder alarms that sound at preset times on the dates you specify in a reminder. Note that if a reminder alarm time is reached while you are entering or editing the reminder containing that reminder alarm, the alarm does not sound until you complete work (by pressing **SET**).

To set a Reminder Alarm when inputting data

1. Enter the Reminder Mode and input the month and date data you want.
2. After inputting the date, press **TIME/DATE**.
3. Input the reminder alarm time. Input the hour, press **TIME/DATE**, and then input the minutes. Use the ▷ and ◁ cursor keys to move between the hour and minutes setting.
4. Press **NEXT** and then input a reminder message.
5. After inputting the data, press **SET** to store it into memory.

To switch Reminder Alarms on and off

1. Press **FUNC** once to display the first function menu.
2. Press **6** to select the SOUND menu item.
3. Use △ and ▽ to select **REMINDER**.
4. Use ◁ and ▷ to switch the reminder alarms on and off.
5. Press **SET** to store your setting and clear the SOUND menu.

Where to find other information

- For information on searching for and recalling data already stored in memory, see "Recalling data stored in memory" on page 59.
- For information on editing, deleting and duplicating data already stored in memory, see "Editing, Deleting, and Duplicating data" on page 63.
- For information on mark protection, see "To mark protect and unprotect an item" on page 63.

Recalling data stored in memory

The following search capability let you recall data stored in memory quikcly and easily.

- With index search, you scroll through an index display of data items.
- With initial character search, you specify the data item you are looking for by inputting the first few letters of an entry.
- With mode search, you specify the data item you are looking for by inputting characters that might occur anywhere in any one of its entries.

Each of the above search procedures produces an index display of the found data items. You can then use **DISP CHNG** to switch to the full data display of the data item you want.

To locate data using index search

1. Enter the mode you want to search.
2. Press △ or ▽ to scroll through the index display. You can also scroll to the next page of items by pressing ⏫ or ⏬.
   - In the Telephone Directory, Business Card Library, Memo Mode and Reminder Mode, pressing ▽ when the initial screen of the mode is displayed starts the index display from the first data item, while pressing △ starts from the last data item.
3. When the data item you are looking for is in the top of the display (the line immediately below the date in the Schedule Keeper Mode and Expense Mode), press **DISP CHNG** to switch to the full data display.

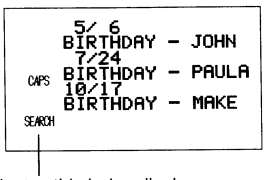
Note

Operation of the △, ▽, ⏫, and ⏬ keys with Index Displays while in the Schedule Keeper and Expense Modes is a bit different from that described above. Note the following.

- ⏬ jumps to the nearest future date that contains data, while ⏫ jumps to the nearest past date that contains data.
- pressing △ and ▽ scrolls through data line-by-line. If there is not data, pressing these keys jumps to the next date.

To locate data using initial character search

1. Enter the mode you want to search.
- To perform a search in the Expense Mode, you should next press **SEARCH** here. Note that this operation is not necessary in other modes.
2. Enter the first few characters of the entry for the data item you want to look for.
- You can input one or more characters.
- In the Reminder Mode, you can input a date for the search instead of text. See the notes following this procedure for details.
- In the Schedule Keeper Mode, you can input a time for the search instead of text. See the notes following this procedure for details.
- When performing an initial character search in the Expense Mode, you can search only for the amount type that you select using the procedure on page 52.
3. Press **SEARCH** to start the search. An index display of all data items in the mode whose initial characters match those that you specified appears on the display.



Indicates this index display is result of a search operation.

- To clear the "SEARCH" indicator from the display (and cancel the current search operation), press either **ESC** or **SEARCH**. The search operation is also canceled when you change modes, or by any data edit or input operation.
- If no data item matches your specification, the message "DATA ITEM NOT FOUND!" appears on the display.
- If there is no data stored in memory, the message "DATA ITEM NOT FOUND! NO DATA IN MEMORY!" appears on the display.
- When one of the above error messages appears, you can press **ESC**, ◁, or ▷ to display your original specification. Make any necessary changes and try again. If you don't want to try again, press **CLEAR** to clear the error message.

4. Scroll through the index display item-by-item using △ and ▽. You can also scroll to the next page of items by pressing ▲ or ▼.
5. When the entry of the data item you are looking for is in the top line of the display (the line immediately below the data in the Expense Mode or the line immediately below the timetable graph in the Schedule Keeper Mode), press **DISP CHNG** to switch to the full data display.

Notes

Note the following when searching for a date in the Reminder Mode.

- When searching for an annual reminder, be sure to input both the month and date. To search for an annual reminder for October 5, input **1 0 TIME/DATE 5**
- When searching for a monthly reminder, be sure to input – for the month.
- When searching for a daily reminder, input – for both the month and the date.

Note the following when searching for a time in the Schedule Keeper Mode.

- To search for a starting time of 10:30 AM for example, input: **1 0 TIME/DATE 3 0**. This will recall all appointments that start at 10:30 AM.
- To search for an item using both a starting time and ending time, such as 10:30 AM to 11:30 AM, input: **1 0 TIME/DATE 3 0 TIME/DATE 1 1 TIME/DATE 3 0**. This will recall all appointments that start at 10:30 AM and end at 11:30 AM.
- Note that you cannot search for an item using the ending time only.
- When you search the Schedule Keeper Mode for text data, matching Reminder Mode annual and monthly reminders are also recalled.

To locate data using mode search

Use the same procedures as described under "To locate data using initial character search," but press **SHIFT SEARCH** to start the search. Note that mode search, however, recalls all data items in the mode that contain the characters you specify anywhere within their data (no just as the initial characters).

Notes

- The following shows how data is recalled by a mode search in the Schedule Keeper Mode when you specify a time as the search data.

  Data Stored in Memory:
  10:00 AM — 10:30 AM — 12:00 PM
  10:00 AM — 11:00 AM — 11:00 AM
  10:30 AM

  Mode Search Specification (specific time): 10:30 AM

  Items found:
  10:00 AM — 11:00 AM
  10:30 AM
  10:30 AM — 12:00 PM

  Mode Search Specification (time range): 10:00 AM — 11:00 AM

  Items found:
  10:00 AM
  10:00 AM — 11:00 AM
  10:30 AM
  10:30 AM — 12:00 PM

- When performing a mode search in the Expense Mode, you cannot specify the Y or N inputs for receipt and business expense entries as search data. Though the unit will accept the input, it will not recall the applicable data.

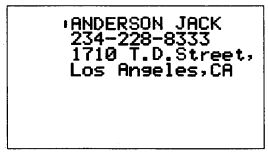
Editing, Deleting, and Duplicating data

To edit a data item

1. Enter the mode you want to edit a data item.
2. Use index search, initial character search, or mode search to find the data item you want to edit.
3. Move the entry of the data item you want to edit into the top of the index display (the line immediately below the date in the Schedule Keeper Mode and Expense Mode).
   - At this point, you may want to switch to the full data display by pressing **DISP CHNG**. The following steps are the same regardless of whether you are continuing from the index display or the data display.
4. Press **FUNC**.
5. Press **3** to select `ITEM EDIT`.
   - To clear the function menu without selecting anything, press **ESC**.
6. Make any changes you want.
   - To cancel the editing operation without making any changes, press **ESC** or **CLEAR**.
7. After making the changes you want, press **SET** to store the data item with its new changes.

To mark protect and unprotect an item

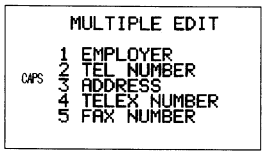
When inputting or editing a data item, press **MARK** to switch its mark protection on and off.



To batch edit a Business Card Library item

Use the following procedure when you have the same EMPLOYER, TELEPHONE NUMBER, ADDRESS, TELEX NUMBER or FAX NUMBER data input for multiple data items, and you want to change this information for all data items.

1. Press **BUSINESS CARD** and display the initial screen of the Business Card Library Mode.
2. Press **FUNC** twice to display the second function menu and press **4** to select `MULTIPLE EDIT`.



3. Input the number that identifies the data entry that you want to batch edit.
4. Use △ and ▽ to scroll until the item you want to batch edit appears.
5. Make any changes you want in the data.
6. After making changes, press **SET** to store it. All data items with the identical original data are now changed to the new data you input in the above procedure.

To delete a single data item

1. Enter the mode you want to delete a data item.
2. Use index search, initial character search, or mode search to find the data item you want to delete.
3. Move the entry of the data item you want to delete into the top of the index display (the line immediately below the date in the Expense Mode or the line immediately below the timetable graph in the Schedule Keeper Mode.).

- If necessary, press **DISP CHNG** to switch to the full data display.

4. Press **FUNC**.
5. Press **2** to select `ITEM DELETE`.

- To clear the function menu without deleting anything, press **ESC**.

6. Press **SET** to clear the data item you selected or **ESC** to abort the operation without deleting anything.

- Remember that the delete operation cannot be undone.

To delete all data items in a mode

Important!

Use the following procedure to delete all data items in the Telephone Directory, Business Card Library, Memo Mode, and Reminder Mode. To delete multiple data items in the Schedule Keeper Mode or Expense Mode, see the procedure under "To delete multiple data items in the Schedule Keeper Mode or Expense Mode."

1. Enter the mode where you want to delete all data items.
2. Press **FUNC**.
3. Press **1** to select `ALL DELETE`.

- To clear the function menu without deleting anything, press **ESC**.

4. Press **1** to delete all unmarked data items (keeping the marked data items) or **2** to delete all data items, regardless of whether or not they are marked.
5. Press **SET** to delete all data items in the current mode or **ESC** to abort the operation without deleting anything.

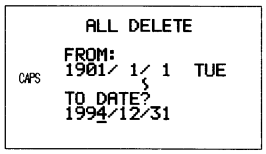
- Remember that the delete operation cannot be undone.

To delete multiple data items in the Schedule Keeper Mode or Expense Mode

1. Enter the Schedule Keeper Mode or Expense Mode.
2. Press **FUNC**.
3. Press **1** to select `ALL DELETE`.

- To clear the function menu without deleting anything, press **ESC**.

4. Press **1** to delete all unmarked data items (keeping the marked data items) or **2** to delete all data items, regardless of whether or not they are marked.



- You can use the ◁ and ▷ keys to move the cursor between the starting date and ending date and change the days, months and years.

5. Input the year up to which you want to delete data and press **TIME/DATE**.
6. Input the month and press **TIME/DATE**.
7. Input the date and press **TIME/DATE**.

8. Press **SET** to delete all data items during the period that you specified above, or **ESC** to abort the operation without deleting anything.

- Note that the above operation does not affect Reminder Mode annual and monthly reminders that appear in the Schedule Keeper Mode displays.
- Remember that the delete operation cannot be undone.

To move a Schedule Keeper data to a different date

1. Enter the Schedule Keeper.
2. Use index search, initial character search, or mode search to find the data entry that contains the data you want to move.

- You cannot use this procedure to edit Reminder Mode data.

3. Move the data you want to edit so it is immediately below the timetable graph in the index display (or the second line of the data display).
4. Press **FUNC** twice to display the second function menu.
5. Press **4** to select **DATE CHANGE**.

- To clear the function menu without selecting anything, press **ESC**.

6. Input the year of the date and press **TIME/DATE**.
7. Input the month of the date and press **TIME/DATE**.
8. Input the date and press **TIME/DATE** to move the data and return to the Schedule Keeper, with the display showing the date you specified.
9. After making any changes you want in the data, press **SET** to store the data entry.

To move an Expense Mode data item to a different date

Use the following procedure to change the date entry of an existing Expense Mode data item.

1. Enter the Expense Mode.
2. Recall the data item whose date entry you want to change.
3. Press **FUNC** twice to display the second function menu.
4. Press **4** to select **DATE CHANGE**.
5. Input a new date using the following operation sequence:

   Year **TIME/DATE** Month **TIME/DATE** Day **TIME/DATE**

- For full details on inputting dates, see "To specify a date" on page 49.

6. After inputting the date, press **SET** to store the data in memory.

- To abort this operation without changing anything, press **ESC** instead of **SET**.

Note

- When you press **TIME/DATE** after inputting the day in step 5 in the above procedure, the unit enters the data editing mode. At this time you can use the △ and ▽ keys to move the cursor around the data item and make changes in other entries if you want.

To duplicate a data item

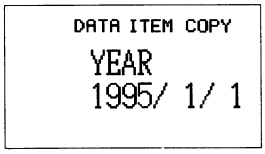
In the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Reminder and Expense Mode, you can duplicate a data item and then edit the copied version to create a new data item. Note that the operation you use to duplicate data depends on the mode you are in.

Important

The SF Unit is designed so that it does not allow two identical data items to be stored in memory at the same time (except in the Memo mode and Expense Mode). Be sure to change a newly duplicated data item before you try to store it.

1. Enter the mode you want to duplicate a data item.
2. Search for and display the data you want to duplicate.
3. Press **FUNC** twice to display the second function menu.
4. Press **1** to select **ITEM COPY**.

- At this time, the copy of the data you selected in step 2 above appears, along with the cursor.
- If you are duplicating Schedule Keeper data or Expense Mode data, the following screen appears at this point to ask you to specify the date where the data should be copied to.



- Input the year, month, and date, following each entry by pressing **TIME/DATE**.

5. Make any changes you want.
6. After you are finished making changes, press **SET** to store the new data in memory.

Cutting, Copying, and Pasting data

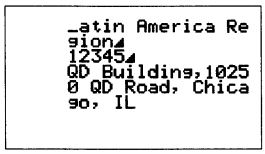
In the Memo, Telephone Directory, Business Card Library, Schedule Keeper, Expense, and Reminder Modes, you can cut or copy from one entry and paste in another. A total of 10 clipboards are available, with a total capacity of 384 characters (the maximum number of characters you can copy from one mode to another). Each clipboard is identified by a number of 0 to 9, and with each operation you specify the clipboard you are cutting or copying to, and pasting from.

Important!

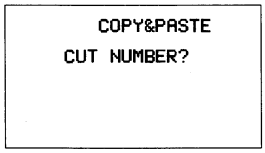
- The cursor must be shown on the display whenever you want to perform the cut and copy operations. If you are inputting data, you can go directly into these operations. If you are recalling data, however, remember to press **FUNC** to display the function menu and then select `DATA ITEM EDIT` to display the cursor before starting a cut or copy operation.

To cut data

1. In one of the data storage modes, display the data item that you want to cut data from and position the cursor at the point that starts the block of characters that you want to cut.

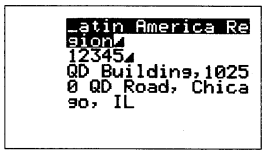


2. Press **COPY/PASTE**.
3. Press **1** to select the cut operation.



4. Input a number from 0 to 9 that identifies the clipboard you wnat to cut to.

5. Move the cursor to the end of the block of characters that you want to cut. As you move the cursor, the selected characters become highlighted on the display.



6. After you select the data, press **SET** to cut it. Note that this operation deletes the original data.

To copy data

This operation is identical to the cut operation described above, except you should press **2** to select copy in step 3. The copy operation does not delete the original data.

To paste data

1. In one of the data storage modes, display the data item that you want to paste data from and position the cursor at the point where you want to paste data.
   - In the Expense Mode, the following operation can be performed only while the cursor is located inside the Description entry.
2. Press **COPY/PASTE**.
3. Press **3** to select the paste operation.
4. Input a number from 0 to 9 that identifies the clipboard you want to paste from.
5. The data that was on the clipboard now appears in at the cusor location.
   - Pasted text is always inserted at the cursor position. It never overwrites text on the screen.

Note

Remember that in the Memo, Telephone Directory, Business Card Library, Schedule Keeper, and Reminder Modes, you have data input screens (with flashing cursor) and non-data input screens (without flashing cursor). If you perform the paste operation while a non-data input screen is displayed, a new item is automatically created and the data is pasted in the new item. In the Telephone directory and Business Card Library Modes, the data is pasted into the Name entry. In the Schedule Keeper and Reminder Modes, the data is pasted into the Description entry.

To clear a clipboard data

1. While in the Memo, Telephone Directory, Business Card Library, Schedule Keeper or Reminder Mode , press **COPY/PASTE**.
2. Press **4** to select the clear operation.
3. Input a number from 0 to 9 that identifies the clipboard you want to clear.
4. A message appears to confirm that you really want to clear the clipboard. Press **SET** to clear the data or **ESC** to abort the operation.

Note

- In the Expense Mode, the above operation can be performed only while the cursor is located inside the Description entry.

To list clipboard contents

1. While in the Memo, Telephone Directory, Business Card Library, Schedule Keeper or Reminder Mode , press **COPY/PASTE**.
2. Press **5** to select the list operation.

- A list that shows the first 14 characters of data stored in each clipboard appears on the display. Use △ and ▽ to scroll through the list.

3. Press **ESC** to clear the clipboard list from the display.

Note

- In the Expense Mode, the above operation can be performed only while the cursor is located inside the Description entry.

Using the Secret function

The Secret Function ensures that your personal data is kept private, but providing you with the means to restrict access to those who know your secret password. You can store Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode and Reminder Mode data in the secret memory area.

Important!

Once you register a password, there is no way delete it without performing the RESET operation described on page 108. If you forget your password, you will not be able to recall data stored in the secret memory area, and you also will not be able to use the Secret Function unless you perform the RESET operation. Be sure that you do not forget your password!

To create a secret memory area

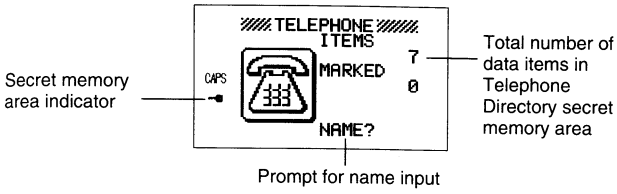
1. Enter the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode or Reminder Mode.
2. Press to display the password input screen.

3. Enter the word you want to use as your secret password.

- You can use up to 112 letters, numbers and symbols in a password.

4. Press again to store the password.

- The following shows an example display for the Telephone Directory.



5. While in the secret memory area, you can change modes, input data, edit data, recall data, and delete data using the procedures explained under each mode in this manual.
6. To exit the secret memory area (and return to the open memory area), press 🔑.

- At this time, the "🔑" indicator disappears from the display.

To enter an existing secret memory area

1. Enter the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, or Reminder Mode.
2. Press 🔑 to display the password input screen.

3. Enter the password.
4. Press 🔑 again to enter the secret memory area for the mode you selected in step 1 above.

- If the password you enter in step 3 does not match the one that is registered, the message "PASSWORD MISMATCH!" appears.

To edit an existing password

1. While in the secret memory area, press **CLEAR**, followed by 🔑 to display the currently registered password.
2. Press **FUNC** once to display the first function menu.
3. Press **3** to select PASSWORD EDIT.

- The password reappears on the display with the cursor. Make any changes in the password you want.

4. After editing the password, press 🔑 to store it.

To transfer data from the open memory area to the secret memory area

1. While not in the secret memory area, enter the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, or Reminder Mode.
2. Search for and display the data you want to move.
3. Press **FUNC** twice to display the second function menu.
4. Press **2** to select TO SECRET AREA.

- At this time, a prompt appears on the display asking you for the password registered for the secret memory area.

5. Enter the password.
6. Press 🔑.

- If the password you enter in step 5 does not match the one that is registered, the message "PASSWORD MISMATCH!" appears.

7. Press **SET** to transfer the selected data from the open memory area to the secret memory area, or **ESC** to abort the operation without transferring anything.

- When you transfer data to the secret memory area, it is automatically deleted from the open memory area.

To transfer data from the secret memory area to the open memory area

1. Enter the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, or Reminder Mode.
2. Enter the secret memory area.
3. Search for and display the data you want to move.
4. Press **FUNC** twice to display the second function menu.
5. Press **2** to select TO OPEN AREA.
6. Press **SET** to transfer the selected data from the secret memory area to the open memory area, or **ESC** to abort the operation without transferring anything.

- When you transfer data to the open memory area, it is automatically deleted from the secret memory area.

PART 4

Timekeeping Functions

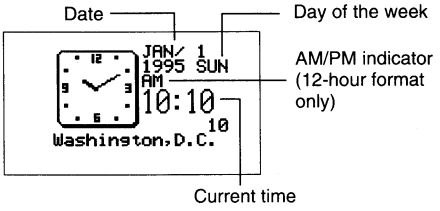
Using the Home Time function

The Home Time function shows you the current time and date in the city you preset as your Home Time city. You also can set a daily alarm that sounds at the same time each day.

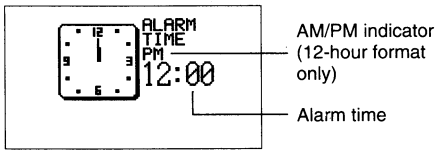
About Home Time displays.....

There are two types of Home Time displays.

Home Time Display



Alarm Display



Use **DISP CHNG** to switch between the Home Time display and the Alarm display.

To display the Home Time

Press **HOME/WORLD** to display the current Home Time.

To specify the Home Time city

1. Display the current Home Time.
2. Press **FUNC**.
3. Press **2** to select `CITY CHANGE`.

- City names that can be set as the Home Time appear in alphabetical order on the top of the display. The time on the right shows the difference from the home time currently specified.
  Press the △ or ▽ key to scroll through the city names, or ▲/▼ to scroll a full page at a time.
- You can also scroll directly to a specific section of the city list. Simply enter a letter and the block of names that begins with that letter immediately appears on the display.

4. When the city that you want to specify for the Home Time is displayed on the top, press **SET** to register the city.

To set the Home Time

1. Display the current Home Time.
2. Press **FUNC**.
3. Press **1** to select `HOME TIME SET`.

- The current hour setting on the display flashes because it is *selected*.

4. Use the ◁ and ▷ cursor keys or **TIME/DATE** to move the flashing selection around the Home Time display. When any number is selected (flashing), you can change it by entering a new value.

- You can change the Home Time setting even if summer time (DST) is selected.
- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM while the hour or minutes are flashing on the display.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.
- Years can be input within the range of 1901 through 2099.
- You can enter 20th century years using only two digits (94 → 1994). 21st century years must be entered in four digits.

5. After you set the time and date, press **SET** to store them.

- The seconds count of the timepiece resets to "00" when you press **SET**.

To switch the Home Time between 12-hour and 24-hour format

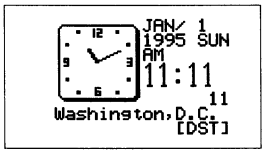
1. Display the current Home Time.
2. Press **FUNC**.
3. Press **4** to select `12/24 HOURS`.

- The 12-hour/24-hour setting is set up as a *toggle* setting. This means that each time you select the `12/24 HOURS` item in the function menu, the Home Time display switches from its present setting to the opposite one.
- The 12-hour/24-hour setting you make is applied for the time displays in the Schedule Keeper, Reminder Mode, Home Time and World Time display.

To switch the Home Time between standard and daylight saving time

1. Display the current Home Time.
2. Press **FUNC**.
3. Press **5** to select `DST ON/OFF`.

- The standard/DST setting is set up as a *toggle* setting. This means that each time you select the `DST ON/OFF` item in the function menu, the Home Time display switches from its present setting to the opposite one.
- The following shows an example display with the `DST` indicator (which indicates that `DST` is on).



About the Daily Alarm.....

Once you set the daily alarm, it sounds at the same time every day (as long as the `DAILY AL` setting is `ON`).

To set the Daily Alarm

1. Display the current Home Time.
2. Press **DISP CHNG** to display the current daily alarm setting.
3. Press **FUNC**.
4. Press **1** to select `ALARM TIME SET`.

- The alarm's hour setting on the display flashes because it is *selected*.

5. Use the ◁ and ▷ cursor keys or **TIME/DATE** to move the flashing selection between the hour and the minutes setting. When either value is selected (flashing), you can change it by entering a new value.

- Use 12-hour format if the Home Time is set for 12-hour format or 24-hour format if the Home Time is set for 24-hour format.
- If you are using 12-hour time format, press **A** to specify AM or **P** to specify PM.
- All illegal input (26 for the hour, 65 for the minutes) is ignored.

6. After you set the alarm time, press **SET** to store it.

- For details on how to switch the Daily Alarm off, see "To switch the key input and alarm tones on and off" on page 19.

To select the date format

1. Display the current Home Time.
2. Press **FUNC** twice to display the second function menu.
3. Press **4** to select `DATE FORMAT`.
4. Select a format by entering its number.

- The following shows an example of each format

M/D/Y: JAN/1/1995 SUN
D/M/Y: 1/JAN/1995 SUN
Y/M/D: 1995/1/1 SUN

Using the World Time function

With the World Time function, you can view the current time in any one of 219 cities around the world. The times and dates that appear in the World Time displays are based on the current Home Time setting.

To display the World Time

While the Home Time is shown, press **HOME/WORLD** to display the World Time.

- Each time you press the **HOME/WORLD** key, the display switches between the Home Time and World Time.

To set the World Time city

1. Display the World Time.
2. Press **FUNC**.
3. Press **2** to select `CITY CHANGE`.
- City names that can be set as the World Time appear in alphabetical order on the top of the display. The time on the right shows the difference from the home time currently specified.
  Press the △ or ▽ key to scroll through the city names, or ▲/ ▼ to scroll a full page at a time.
- You can also scroll directly to a specific section of the city list. Simply enter a letter and the block of names that begins with that letter immediately appears on the display.

4. When the city that you want to specify for the World Time is displayed on the top, press **SET** to register the city.

To switch the daylight saving time ON and OFF

1. Display the World Time.
2. Press **FUNC**.
3. Press **5** to select `DST ON/OFF`.
- The standard/DST setting is set up as a toggle setting. This means that each time you select the `DST ON/OFF` item in the function menu, the World Time display switches from its present setting to the opposite one.
- When the daylight saving time is set to on for the current world time city, "●" mark appears on the World Time display.

Note

The on/off status of daylight saving time (DST) for each city is indicated in the city list that appears when you select `CITY CHANGE` from the function menu (see "To set the World Time city"). The names of cities for which `DST` is switched on are marked with "•" in the city list.

PART 5

Calculator Functions

Using the Calculator

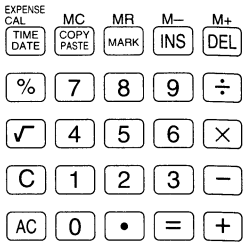
Whenever you enter the Calculator Mode, some of the keys on the SF Unit keyboard take on calculator functions.

To enter the Calculator Mode

To enter the Calculator Mode, simply press **CAL**.

About the Calculator Mode keys....

The following illustration shows the SF Unit keys that are used in the Calculator Mode.



- **AC** — clears the calculator.
- Use the number keys (**0** through **9**) to enter values. Press • to input a decimal point.
- Use **MC**, **MR**, **M–**, and **M+** for calculator memory operations.
  MC — clears the calculator memory.
  MR — recalls the current calculator memory contents.
  M– — subtracts the currently displayed value from the current memory contents. You can also press **M–** to execute a calculation, with the result being subtracted from the memory contents.
  M+ — adds the currently displayed value to the current memory contents. You can also press **M+** to execute a calculation, with the result being added to the memory contents.

- Use **+**, **–**, **×** and **÷** to specify the arithmetic operation that is marked above each key.
- Use **C** to clear a value if you have not yet entered the operator following that value.
- **=** — executes a calculation and displays its result.
- Use % for percentage calculations.
- Use √ for square root calculations.
- ▷ shifts the displayed value to the right, cutting off the rightmost digit.
- **TIME/DATE** — used for date calculation.

To perform calculations

	AC	0.
53 + 123 − 63 =	53 + 123 − 63 =	113.
963 × (23 − 56) =	23 − 56 × 963 =	− 31779.
(56 × 3 − 89) ÷ 5.2 + 63 =	56 × 3 − 89 ÷ 5.2 + 63 =	78.1923076923
123456 × 741852 =	123456 × 741852 =	91'586'080'512
$\sqrt{3}$ × 5 =	3 √ × 5 =	8.6602540378
12 + 23 =	23 + + 12 =	K + 35.
45 + 23 =	45 =	K + 68.
78 + 23 =	78 =	K + 101.
7 − 5.6 =	5.6 − − 7 =	K − 1.4
2 − 5.6 =	2 =	K − − 3.6
2.3 × 12 =	12 × × 2.3 =	K × 27.6
4.5 × 12 =	4.5 =	K × 54.
45 ÷ 9.6 =	9.6 ÷ ÷ 45 =	K ÷ 4.6875
78 ÷ 9.6 =	78 =	K ÷ 8.125
12% of 1500	1500 × 12 %	180.
Percentage of 660 against 880	660 ÷ 880 %	75.
15% add-on of 2500	2500 × 15 % +	2'875.
25% discount of 3500	3500 × 25 % −	2'625.
What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%?	480 + 25 %	640.
	−	160.
If you made $80 last week and $100 this week, what is the percent increase?	100 − 80 %	25.
80 × 9 = 720	MC 80 × 9 M+	M 720.
−) 50 × 6 = 300	50 × 6 M−	M 300.
20 × 3 = 60	20 × 3 M+	M 60.
480	MR	M 480.

To perform constant calculations

÷− ×+
3 + + 2

1. Enter the Calculator Mode.
2. Enter the calculation, pressing the arithmetic operator key twice. This will cause the "K" indicator to appear on the display to indicate a constant calculation.
   - You can use this constant calculation technique for addition, subtraction, multiplication, and division.

=
3. Press = to display the initial result (in this case, 5).

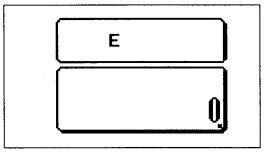
=
4. Press = again to add 3 to the result (in this case, 5 + 3 = 8)
   - You can repeat the above operation as many times as you like. Each time you press =, the previous result obtained is added to, subtracted from, multiplied by, or divided by the value to the left of the arithmetic operator.
   - To clear a constant calculation, press **AC**.

To correct errors in calculations

If you enter a wrong value, press **C** and then enter the correct value.
If you press the wrong arithmetic operator key (+, −, ×, ÷), simply press the correct key before entering anything else.

About calculation errors....

Whenever an error occurs, the indicator "E" appears on the display.



The following conditions all result in errors.

- When the number of digits in the mantissa of an intermediate or a final result exceeds 12 digits.

- When the number of digits in the mantissa of a value stored in memory exceeds 12 digits. In this case, the SF Unit automatically retains the last value stored that did not exceed 12 digits.
- Division by zero.

To clear errors

Press **C** to continue with the same calculation. If you want to clear the calculation and start again, press **AC**.

Performing date calculations

The SF Unit lets you perform calculations involving dates within the range of January 1, 1901 through December 31, 2099. If you try to use dates outside this range, the "E" indicator appears on the display to indicate an error. Note that you can use constant calculation techniques and calculation memory when performing date calculations.

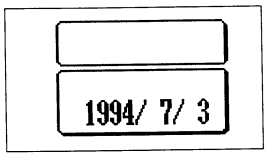
To calculate the number of days between two dates

[÷−×+]

1. Enter the Calculator Mode.
2. Enter the later date, pressing **TIME/DATE** after the year and month entries.

1994 [TIME/DATE] 7 [TIME/DATE] 3

- Here, we will calculate the number of days between December 5, 1993 and July 3, 1994.

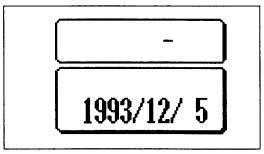


[−]

3. Press − for the subtraction operation.

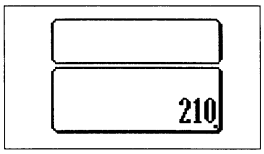
1993 [TIME/DATE] 12 [TIME/DATE] 5

4. Enter the earlier date, pressing **DATE/TIME** after the year, month, and date entries.



[=]

5. Press = to display the result.



To calculate the date that is a specific number of days after another date

[÷−×+]

1. Enter the Calculator Mode.

2010 [TIME/DATE] 12 [TIME/DATE] 20

2. Enter the date, pressing **DATE/TIME** after the year and month entries.

- Here, we will calculate the date that comes 300 days from December 20, 2010.

[+]

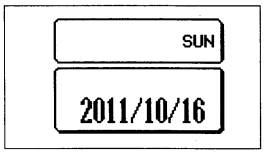
3. Press + for the addition operation.

300

4. Enter the number of days.

[=]

5. Press = to display the result.



- Use subtraction instead of addition to calculate a date that is a specific number of days before a date.

PART 6

Data Communications and Printing

Data communications

Data communications capabilities let you transfer data between two CASIO SF Units, or between the SF Unit and a personal computer. You can perform such operations in the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Expense Mode, Calendar, or Reminder mode.

About data compatibility

Besides being able to exchange data between two SF-7900 units, you can also exchange data with almost all the SF models. Note however, that whenever you exchange data with another model, there are certain restrictions imposed because of data compatibility.

- You cannot perform data communications with a CASIO SF-A Series unit (SF-A10, etc.).
- Some SF Units do not have modes that are included with this unit. For example, some units do not have a Reminder Mode or an Expense Mode. Data from a mode cannot be received by an SF Unit unless that SF Unit also has the same mode.
- Some models cannot handle multiple-date items in the Schedule Keeper Mode. If you send a multiple-date Schedule Keeper item to such a model, the receiving unit stores the data as a single-date item, under the start date of the multiple-date item.
- Some SF Units have modes (such as a To Do list) that are not included with this unit. Data from such modes cannot be received by this unit.

Setting Up for Data Communications

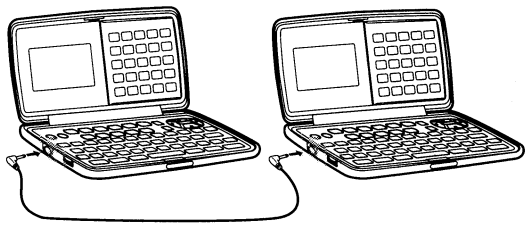
The following describes what you should do to set up for data communications between two SF Units or between the SF-7900 and a personal computer.

To connect the SF-7900 to another SF Unit

1. Make sure that the power of both units is switched off.
2. Remove the covers from the data communications jacks on the two SF Units.
3. Connect the two units using the SB-62 cable.

Important!

- Be sure to replace the connector covers on the SF Units when you are not performing data communications.



Performing data communications between an SF Unit and personal computer

You must purchase an optional CASIO Data Communication Package in order to perform data communications between your SF Unit and a personal computer. Please note that there are a number of different CASIO Data Communication packages to suit various computer and SF Unit types. Because of this, you should note the following important points when purchasing a Data Communication Package. If you have any question about which package you need, consult with your dealer.

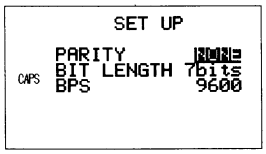
- Make sure the Data Communication Package is designed for use with your particular model of personal computer.
- This SF unit requires a FA-120 Data Communication Package version later than 3.50d. If the proper FA-120 version is not yet available in your area, consult with your dealer to find out when it is scheduled to go on sale.
- The software that comes with the FA-100 and FA-150 Data Communication packages does not allow transfer of the Reminder and Expense Mode data produced by this SF Unit.

To connect the SF Unit with a personal computer

1. First, ensure that the power of the SF Unit and the personal computer is switched OFF.
2. Remove the connector cover from the connector terminal of the SF Unit.
- Be careful not to lose the connector cover. It should be replaced in the connector terminal whenever the cable is disconnected.
3. Connect the SF Unit to the personal computer using the cable that comes with the FA-120 Interface Kit.
4. Switch the power of the personal computer ON, followed by the SF Unit.
- When data transfer operations are complete, switch power off in the sequence; SF Unit and then personal computer.
  Next, disconnect the units.
- The above operation is based on the FA-120 Interface Kit. For Information on using the FA-100 or FA-150, consult the Owner's Manuals that come with these interface units.
- **For details on computer hardware requirements, see the communications software manual.**

To set the SF Unit hardware parameters

1. Press **FUNC**.
- You can perform the above operation in the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, Calendar or Reminder.
2. Press **4** to select **DATA COMM**.
3. Press **4** to select **SET UP**.



- The highlighted items on the display are the parameters that are currently set.
- The **PARITY** parameter is flashing because it is *selected.*

4. Use the △ and ▽cursor keys to change the selected parameter on the display.
5. Use the ◁ and ▷ cursor keys to change the highlighted setting of the currently selected parameter.
6. When the parameters are set the way you want them, press **SET** to store them in memory.

About communications parameters....

Communications parameters make it possible for two communicating units to understand each other. The following explanations are provided for your information only. The only thing you need to remember is that the parameters of the send unit and the receive unit must be identical. Otherwise you will not be able to transfer data successfully.

Parity

Parity is used for error detection during data exchanges. You can set the SF Unit parity as EVEN, ODD, or NONE.

Bit Length

The bit length parameter states how many bits are to be used for each character. You can set the SF Unit bit length as 7 bits or 8 bits.

BPS

The letters "BPS" stand for "bits per second," and this setting represents the speed at which data is sent. The SF Unit lets you set a speed of 1200, 2400, 4800 or 9600.

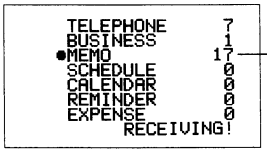
To set up the SF Unit to receive data

1. Press **FUNC**.
- You can perform the above operation in the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, Calendar or Reminder.
- If you want the received data to be stored in the secret area, you should also enter the secret area at this point. If you are in the open area on the receiving unit, received data is stored into the open area.
2. Press **4** to select **DATA COMM**.

3. Press **2** to select **RECEIVE**.

- This message indicates that the receive unit is standing by for data. Perform the required procedures to start sending data from another SF Unit (see owner's manual for details) or a personal computer (see the Interface Unit manual for details).
- To abort the receive operation at any time, press **ESC**.
- This procedure is the same regardless of whether the data is received from another SF Unit or from a personal computer.

4. The display changes to the following once the SF Unit starts receiving data.



- The number of data items received is counted on the display.
- If an error occurs during the receive operation, the message "**TRANSMIT ERROR!**" appears on the display. Press **ESC** to clear the error message.
- Received data is added to the data already stored in memory. If the memory becomes full during the receive operation, the message "**MEMORY FULL!**" appears and data transfer stops. Press **ESC** to clear the error message.
- If an alarm (Daily Alarm, Schedule Alarm or Reminder Alarm) is reached while data is being received, the alarm does not sound until the data receive operation is complete.

Sending Data

This section tells you how to operate the SF Unit to send data to another SF Unit or to a personal computer. There are a number of possible procedures you can use, depending on the mode and how many data items you want to send. Note that the following information is for the SF Unit only. Consult with your owner's manuals for the correct operation of your other SF Unit or personal computer.

About data transfer types....

There are a number of different ways you can transfer data.

- **One Data Item**

This transfer method lets you send a single Telephone Directory, Business Card Library, Memo Mode, Reminder Mode, Expense Mode or Schedule Keeper item from the SF Unit.

- **Mode Data Items**

This method is used to send all data items stored in the Telephone Directory, Business Card Library, Memo Mode, Expense Mode, Calendar or Reminder Mode from the SF Unit.
With the Schedule Keeper and the Expense Mode, this procedure can be used to send all the data stored in a specific period (from one date to another).
For the Calendar Mode, this procedure makes it possible to send all the highlight data in a specific period (from one month to another).

- **Month Data**

This method lets you send the highlight data for a specific month in the Calender Mode.

- **All Data Items**

With this method, you can send all data items stored in the Telephone Directory, Business Card Library, Memo Mode, Reminder Mode, Schedule Keeper, Expense Mode and the Calendar from the SF Unit.

Note

- If an alarm (Daily Alarm, Schedule Alarm or Reminder Alarm) is reached while data is being sent, the alarm does not sound until the data send operation is complete.

To send all data items

1. Press **FUNC**.
- You can perform the above operation in the Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Expense Mode, Calendar or Reminder.
- Note that this operation sends all open memory area data or all secret memory area data. Make sure you are in the memory area you want (open or secret) before proceeding.
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **3** to select ALL DATA.
5. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.

- Data is sent in the sequence: Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper, Calendar, Reminder, Expense Mode.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "TRANSMIT ERROR!" appears on the display. Press **ESC** to clear the error message.
- Some SF Units do not have modes that are included with this unit. For example, some units do not have a Reminder Mode or an Expense Mode. Data from a mode cannot be received by an SF Unit unless that SF Unit also has the same mode. When sending data to a personal computer, certain mode data may be disregarded, depending upon the version of software you are using for SF data handling on the personal computer.

6. After the send operation is complete, the display returns to the initial screen of the mode you were in when you started this procedure.

To send one item

1. While in the Telephone Directory, Business Card Library, Memo Mode, Schedule keeper Mode, Expense Mode or Reminder Mode, press **FUNC**.
- You can perform the following operation while in the open area or the secret memory area.
- While in the Schedule Keeper Mode, you cannot send a Reminder Mode data item listed under a Schedule Keeper date. Make sure you are in the Reminder mode if you want to send a Reminder Mode data item.
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **1** to select ONE ITEM.
5. Use index search, initial character search or mode search to locate the data item you want to send.
6. When the item you want to send is on the top of the screen, press **SET** to start the send operation or **ESC** to abort without sending anything.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "TRANSMIT ERROR!" appears on the display. Press **ESC** to clear the error message.
7. To interrupt a data transfer operation, press **ESC**.

To send one month of Calendar data (highlights)

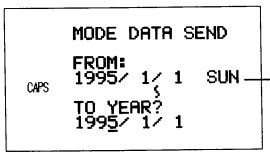
1. In the Calendar Mode, press **FUNC**.
2. Press **4** to select DATA COMM.
3. Press **1** to select SEND.
4. Press **1** to select MONTH.
5. Display the calendar whose highlights you want to send.
- Use △ and ▽ to scroll through the calendar.
6. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.
- If the corresponding calendar in the receiving unit already contains highlighted dates, the received data is ignored. You have to clear the corresponding data in the receiving unit before it can receive highlight data.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "TRANSMIT ERROR!" appears on the display. Press **ESC** to clear the error message.
7. To interrupt a data transfer operation, press **ESC**.

To send all Telephone Directory, Business Card Library, Memo Mode, or Reminder Mode data

1. In the Telephone Directory, Business Card Library, Memo Mode, or Reminder Mode, press **FUNC**.
- You can perform the following operation while in the open memory area or the secret memory area.
2. Press **4** to select **DATA COMM**.
3. Press **1** to select **SEND**.
4. Press **2** to select **MODE DATA**.
5. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "**TRANSMIT ERROR!**" appears on the display. Press **ESC** to clear the error message.
6. After the send operation is complete, the display returns to the screen of the mode you were in when you started this procedure.

To send all Schedule Keeper or Expense Mode data in a specific period

1. Select the Schedule Keeper or Expense Mode date that starts the period you want to send.
2. Press **FUNC**.
- You can perform the following operation while in the open memory area or the secret memory area.
3. Press **4** to select **DATA COMM**.
4. Press **1** to select **SEND**.
5. Press **2** to select **MODE DATA**.



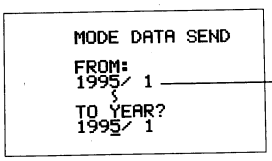
Date selected in step 1 above

- At this time, both the start date and the end date for the period are the same as the date you selected in step 1.
6. Using the ◁ and ▷ keys to move the cursor, input the ending date of the period.

- To send the data from January 1, 1995 to April 1, 1995, for example, press ▷ to move the cursor under the month (1995/1/1) and press **4**.
7. After you specify the ending date, press **TIME/DATE**.
8. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.
- To abort the send operation at any time, press **ESC**.
- This operation does not send Reminder Mode data listed under a Schedule Keeper date. Use the procedure on page 94 to send all Reminder Mode data item.
- If an error occurs during the send operation, the message "**TRANSMIT ERROR!**" appears on the display. Press **ESC** to clear the error message.
9. After the send operation is complete, the display returns to the initial screen of the mode you selected in the step 1.

To send all Calendar data in a specific period

1. Select the calendar month that starts the period you want to send.
2. Press **FUNC**.
3. Press **4** to select **DATA COMM**.
4. Press **1** to select **SEND**.
5. Press **2** to select **MODE DATA**.



Month selected in step 1, above

6. Enter the year that ends the period of data you want to send and press **TIME/DATE**.
7. Enter the month and press **TIME/DATE**.
- If the month/year you enter comes before the month/year of the calendar you selected in step 1, the starting and ending calendars are switched automatically.
8. Press **SET** to start the send operation or **ESC** to abort the operation without sending anything.
- To abort the send operation at any time, press **ESC**.
- If an error occurs during the send operation, the message "**TRANSMIT ERROR!**" appears on the display. Press **ESC** to clear the error message.
9. After the send operation is complete, the display returns to the calendar selected in step 1 above.

Printing

You can print data directly from the SF Unit to a serial printer connected via the optional FA-100 Interface Unit. You can print data from the Telephone Directory, Business Card Library, Memo, Schedule Keeper, Calendar, Expense and Reminder.

Important!
Note that printing can be performed only if you use the FA-100 or FA-150 Interface unit.

Setting Up for Printing

The following describes what you should do to set up for printing. Note that the recommended printer is an EPSON LX-800 with a #8143 serial interface.

To connect the SF Unit to a printer

1. Make sure that the power of the SF Unit and the printer is switched off.
2. Connect the printer to the Interface Unit using an RS-232C cross cable.
3. Remove the connector cover from the connector terminal of the SF Unit.
- Be careful not to lose the connector cover. It should be replace whenever you are not using the connector terminal.
4. Connect the SF Unit to the Interface unit.
5. Switch on the power of the Interface Kit, followed by the SF Unit, and then the printer.
- After you finish printing, switch power off in the sequence: printer, SF Unit, and then Interface unit.

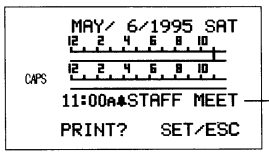
Printing Schedule Keeper Mode Data

This section details how to print Schedule Keeper Mode data. Note you can not print Reminder Mode items that are displayed in the Schedule Keeper Mode.

To print one Schedule Keeper Mode item

1. While in the Schedule Keeper Mode, press **FUNC** to display the function menu and then select **DATA COMM**.
2. Press **3** to select **PRINT**.
3. Press **1** to select **ONE ITEM**.

4. Use Index Search, Initial Character Search, or Mode Search to find the data item you want to print. Only the item that is in the line immediately below the timetable graph is printed by this operation.

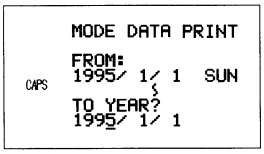


Only this item is printed.

5. When the item you want to print is immediately below the timetable graph in the Schedule Keeper Mode screen, press **SET** to start the print operation or **ESC** to abort without printing anything. If you press **SET** the item is printed and then the display returns automatically to the normal Schedule Keeper Mode display.

To print Schedule Keeper Mode items for a specific period

1. While in the Schedule Keeper Mode, display the date that starts the period for which you want to print data.
2. After you display your start date press **FUNC** to display the function menu and then select **DATA COMM**.
3. Press **3** to select **PRINT**.
4. Press **2** to select **MODE DATA**.



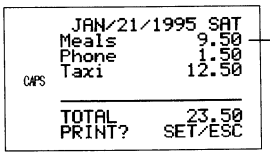
5. The start date is the date you displayed in step 1 above. Input the year, month, and day of the ending date, pressing **TIME/DATE** after each input.
6. After you input the ending date, press **SET** to start the print operation or **ESC** to abort without printing anything.
- When the period you select contains any part of a multiple-date item, the entire multiple-date item is also printed.

Printing Expense Mode Data

This section tells you how to print Expense Mode data.

To print one Expense Mode item

1. While in the Expense Mode, press **FUNC** to display the function menu and then select DATA COMM.
2. Press **3** to select PRINT.
3. Press **1** to select ONE ITEM.
4. Use Index Search, Initial Character Search, or Mode Search to find the data item you want to print. Only the item that is in the second line of the display is printed by this operation.



Only this item is printed.

5. When the item you want to print is in the second line of the Expense Mode screen, press **SET** to start the print operation or **ESC** to abort without printing anything. If you press **SET** the item is printed and then the display returns automatically to the display in step 4.

To print Expense Mode items for a specific period

Use the same procedure as that described under "To print Schedule Keeper Mode items for a specific period" on page 97. The only difference is that you enter the Expense Mode instead of the schedule Keeper Mode.

- When you use this procedure to print Expense Mode data, the items for the period that you specify are printed first, followed by the totals for the specified period. Amounts are printed according to the amount type (expense or payment) that is currently selected. For details on selecting the amount type, see page 52.

Printing Calendar Mode Data

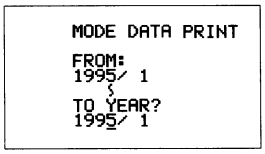
This section tells you how to print Calendar Mode date highlights from the SF Unit. The information here covers operation of the SF Unit only. Consult with the manual for your printer for what you need to do to set up to print data.

To print one Calendar Mode month

1. While in the Calendar Mode, press **FUNC** to display the function menu and then select DATA COMM.
2. Press **3** to select PRINT.
3. Press **1** to select MONTH.
4. Use △ and ▽ to display the calendar you want to print.
5. When the calendar you want to print is on the display, press **SET** to start the print operation or **ESC** to abort without printing anything.

To print Calendar Mode items for a specific period

1. While in the Calendar Mode, display the calendar that starts the period you want to print.
2. After you display the start calendar press **FUNC** to display the function menu and then select DATA COMM.
3. Press **3** to select PRINT.
4. Press **2** to select MODE DATA.



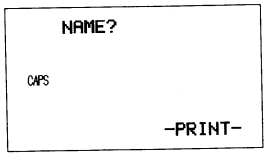
5. The start date is the month you displayed in step 1. Input the year and month of the ending month, pressing **TIME/DATE** after each input.
6. After you input the ending date, press **SET** to start the print operation or **ESC** to abort without printing anything.

Printing Other Mode Data

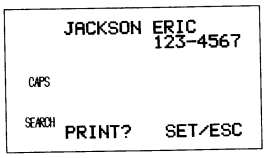
The procedures described in this section tell you how to print data from the Telephone Directory, Business Card Library, Memo or Reminder of the SF Unit.

To print one item

1. While in the Telephone Directory, Business Card Library, Memo or Reminder, press **FUNC** to display the function menu and then select **DATA COMM**.
2. Press **3** to select **PRINT**.
3. Press **1** to select **ONE ITEM**.



4. Use Index Search, Initial Character Search, or Mode Search to find the data item you want to print.



5. When the Data Display of the item you want to print is on the screen, press **SET** to start the print operation or **ESC** to abort without printing anything.

To print all items in a specific mode

1. While in the Telephone Directory, Business Card Library, Memo or Reminder, press **FUNC** to display the function menu and then select **DATA COMM**.
2. Press **3** to select **PRINT**.
3. Press **2** to select **MODE DATA**.
4. Press **SET** to print all data contained in the mode you are in or **ESC** to abort without printing anything.

Keys

Key Cap	Name	Function
ACC	Accent key	Use this key to input accented characters.
BUSINESS CARD	Business Card Library Mode key	Press this key to enter the Business Card Library Mode.
CAL	Calculator Mode key	Press this key to enter the Calculator Mode.
CALENDAR	Calendar Mode key	Press this key to enter the Calendar Mode.
CAPA	Capacity key	Hold down this key to display the current status of the memory.
CAPS	Caps key	Press this key to shift-lock the keyboard between upper-case and lower-case characters.
COPY/ PASTE	Copy/Paste key	Press this key to activate the copy/ paste function.
TIME/ DATE	Time/Date key	Press this key to enter values that represent hours, minutes, years, months, or dates.
EXPENSE CAL	Expense Calculator key	Press this key in the Expense Mode to display an Expense Calculator window. Results produced in this window can be automatically input as amount entries.

Key Cap	Name	Function
DEL	Delete key	Press this key to delete the character at the current cursor position. Holding down this key deletes characters at high speed.
DISP CHNG	Display Change key	Press this key to switch between the index display format and the data display format.
ESC	Escape key	Press this key to interrupt any operation.
EXPENSE	Expense Mode key	Press this key to enter the Expense Mode.
FUNC	Function key	Press this key to display function menus.
HOME/ WORLD	Home/World Time key	Press this key to display the current Home Time and World Time.
INS	Insert key	Press this key to open a space at the current cursor position. Holding down this key inserts spaces at high speed.
🔑	Secret Key	Use this key to register a password, to access the secret memory area, and to exit the secret memory area.
MARK	Mark key	Press this key to mark protect or unprotect an item while you are inputting or editing it.
MEMO	Memo Mode key	Press this key to enter the Memo Mode.

Key Cap	Name	Function
NEXT	Next key	Press this key to complete input of a data entry and move to the next data entry.
OFF	Off key	Press this key to switch power off.
ON CLEAR	Power On/Clear key	• Press this key to switch power on. • Press this key to clear the display.
REMINDER	Reminder Mode key	Press this key to enter the Reminder Mode.
SCHEDULE	Schedule Keeper Mode key	Press this key to enter the Schedule Keeper Mode.
SEARCH	Search key	Press this key to start a search for data stored in memory.
SET	Set key	Press this key to store input data into memory.
SHIFT	Shift key	Press this key to temporarily shift the keyboard for one character.
SPACE	Space key	Press this key to input a space.
SMBL	Symbol key	Press this key to display a menu of symbols on the bottom of the display.
TEL	Telephone Directory Mode key	Press this key to enter the Telephone Directory Mode.
▷	Cursor Right key	Press this key to move the cursor to the right.

Key Cap	Name	Function
◁	Cursor Left key	Press this key to move the cursor to the left.
△	Cursor Up key	Press this key to move the cursor up, or to scroll the display.
▽	Cursor Down key	Press this key to move the cursor down, or to scroll the display.
▲▲	Previous page key	Press this key to scroll up, screen-by-screen.
▼▼	Next page key	Press this key to scroll down, screen-by-screen.
↵	Newline key	Press this key to create a new line within a data entry.
A ~ **Z**	Letter keys	Press these keys to enter the corresponding letter. Use the **CAPS** and **SHIFT** key to switch between upper-case and lower-case letters.
1 ~ **0**	Numeric keys	Press these keys to enter the corresponding number.

Storage Capacity

The 128K bytes memory capacity includes a 103436 bytes user area. The following shows examples of what this means for the storage of data in each mode.

Telephone Directory

Approximately 4920, under the following conditions:
- 8-character name
- 10-character telephone number

Approximately 2460, under the following conditions:
- 8-character name
- 10-character telephone number
- 20-character address

Business Card Library

Approximately 1050, under the following conditions:
- 10-character employer name
- 8-character personal name
- 10-character telephone number
- 10-character position
- 10-character department
- 20-character address

Memo

Approximately 4700, 20-character memos.

Schedule Keeper

Approximately 2790, under the following conditions:
- 1 item per day, 20 characters per item
- 30 days per month
- Starting time specified, alarm time set

Approximately 3560, under the following conditions:
- 1 item per day, 20 characters per item
- 30 days per month
- Starting time specified, no alarm time

Expense Mode

Approximately 3560, under the following conditions:
- Up to $999.99 per amount item
- 8-character payment type
- 8-character expense type

Reminder

Approximately 6460, under the following conditions:
- 10 characters per item
- Alarm time set

Auto Sort Sequence

Telephone Directory data items are automatically sorted in alphabetical order according to the first letter in the NAME entry. The following table shows the sequence used for data sorts.

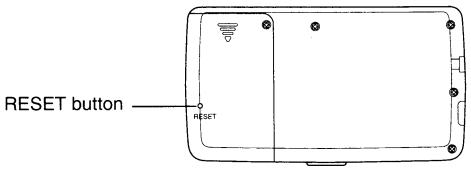
1	§	31	=	61	[	91	{	121	â	151	ij
2	(space)	32	>	62	\	92	¦	122	ê	152	æ
3	!	33	?	63	]	93	}	123	î	153	ç
4	”	34	@	64	^	94	~	124	ô	154	å
5	#	35	A	65	a	95	Á	125	û	155	ø
6	$	36	B	66	b	96	É	126	¿	156	£
7	%	37	C	67	c	97	Í	127	Ä	157	¥
8	&	38	D	68	d	98	Ó	128	Ë	158	Ω
9	’	39	E	69	e	99	Ú	129	ï	159	ª
10	(	40	F	70	f	100	À	130	Ö	160	º
11	)	41	G	71	g	101	È	131	Ü	161	×
12	*	42	H	72	h	102	Ì	132	Ã	162	÷
13	+	43	I	73	i	103	Ò	133	Õ	163	±
14	,	44	J	74	j	104	Ù	134	Ñ	164	°
15	—	45	K	75	k	105	Â	135	IJ	165	²
16	.	46	L	76	l	106	Ê	136	Æ	166	³
17	/	47	M	77	m	107	Î	137	Ç	167	µ
18	0	48	N	78	n	108	Ô	138	Å	168	½
19	1	49	O	79	o	109	Û	139	Φ	169	¼
20	2	50	P	80	p	110	¡	140	ß	170	¾
21	3	51	Q	81	q	111	á	141	¶	171	ƒ
22	4	52	R	82	r	112	é	142	¢	172	Ĳ
23	5	53	S	83	s	113	í	143	ä	173	Fr
24	6	54	T	84	t	114	ó	144	ë	174	←
25	7	55	U	85	u	115	ú	145	ï	175	→
26	8	56	V	86	v	116	à	146	ö	176	√
27	9	57	W	87	w	117	è	147	ü		
28	:	58	X	88	x	118	ì	148	ã		
29	;	59	Y	89	y	119	ò	149	õ		
30	<	60	Z	90	z	120	ù	150	ñ		

Resetting the SF Unit's Memory

Warning!

The following procedure erases all data stored in the memory of the SF Unit. Perform the following operation only when you want to delete all data and initialize the settings of the SF Unit.
Remember – you should always keep copies of important data by writing it down, by transferring it to a personal computer or other SF Unit.

To reset the SF Unit's memory



1. Switch on power and press the **RESET** button with a thin, pointed object.

Warning!
The next step deletes all data stored in the SF Unit's memory. Make sure that you really want to delete the data before you continue!

2. Press **Y** to reset the memory and delete all data or **N** to abort the reset operation without deleting anything.

Following the reset operation described above, the Home Time display appears and the SF Unit settings are initialized as noted below.

Home Time:	12-hour format
	JAN/1/1995
	AM/12:00 00
World Time:	New York
Daily Alarm:	12:00 PM
Sound:	Schedule alarm →ON
	Reminder alarm → ON
	Daily alarm → OFF
	Key → ON
Character input:	CAPS

Message Table

Message	Meaning	Action
DATA ITEM NOT FOUND! NO DATA IN MEMORY!	Search operation attempted when no data is stored in memory.	Current search operation cannot be performed.
DATA ITEM NOT FOUND!	Data specified in search operation does not exist in memory.	Change specification or cancel search.
MEMORY FULL!	No more room in memory for storage of data.	Delete unnecessary data items from memory.
ALARM TIME ALREADY USED!	Attempt to set a Schedule Keeper alarm time that is already used for another entry.	Set a different alarm time or change the existing alarm time to another one.
ALARM TIME ALREADY PASSED!	Attempt to set a Schedule Keeper alarm time for a time/date that is already passed.	Set a different alarm time (for a future time/date).
SECRET DATA!	Alarm for a secret memory area data item is sounding.	Enter the secret memory area to veiw details of the alarm.
PASSWORD MISMATCH!	Attempt to enter the secret memory area using a password that does not match the one preset for the secret area.	Use the correct password.
TRANSMIT ERROR! STOPPED!	Error during data communications.	Cancel the data communications operation and try again.

Message	Meaning	Action
DATA ERROR! CONSULT THE OWNER'S MANUAL!	Data corrupted by strong impact, electrostatic charge, etc.	See page 11 of this manual.

Specifications

Model:SF-7900

Main Modes:

Telephone Directory, Business Card Library, Memo, Schedule Keeper, Expense, Reminder, Calendar, Home Time, World Time and Calculator.

Data storage:

Storage and recall of telephone, business card, memo, schedule, expense, reminder data; calendar display; secret area; editing; memory status display

Clock:

Worldtime; reminder alarm; schedule alarm; daily alarm; accuracy under normal temperatures: ±3 seconds average

Calculation:

12-digit arithmetic calculations; arithemetic constants (+, −, ×, ÷); independent memory; percentages; square roots; 24-digit approximations; date calculations; other mixed calculations

General:

Display element: 16-column x 8-line LCD
Memory capacity: 128KB (103436 bytes)
Main component: LSI
Power supply: 3 lithium batteries (CR2032)
Power consumption: 0.07W
Battery life: Approximately 170 hours continuous operation in Telephone Directory; approximately 130 hours repeating one minute of input and 10 minutes of display in Telephone Directory; approximately 12 months for memory back up

Auto power off: Approximately 6 minutes after last key operation
Operating temperature: 0°C ~ 40°C (32°F ~ 104°F)
Dimensions:
Unfolded: 9.55H × 144W × 155D mm ($^3/_8$"H × $5^{11}/_{16}$"W × $6^1/_8$"D)
Folded: 15.95H × 144W × 77.5D mm ($^5/_8$"H × $5^{11}/_{16}$"W × $3^1/_{16}$"D)
Weight: 124g (4.4 oz)

IMPORTANT!
Please keep your manual and all information handy for future reference.

¡IMPORTANTE!
Guarde su manual y toda información útil para futuras referencias.

WICHTIG!
Bitte bewahren Sie Ihre Anleitung und alle Informationen griffbereit für spätere Nachschlagzwecke auf.

IMPORTANT!
Veuillez conserver votre manuel et toute information pour une référence future.

IMPORTANTE!
Tenere il manuale e tutto il materiale informativo a portata di mano per riferimenti futuri.

IMPORTANTE!
Por favor quarde este manual e todas as informações à mão para futuras referências.

BELANGRIJK!
Houd a.u.b. de gebruiksaanwijzing en alle informatie bij de hand voor eventueel latere naslag.

VIKTIGT!
Förvara din bruksanvisning och all övrig information nära till hands för framtida referens.

VIKTIG!
Vennligst ha bruksanvisningen og all medfølgende informasjon lett tilgjengelig for fremtidig bruk.

TÄRKEÄÄ!
Ole hyvä ja pidä käsikirja ja kaikki muut tiedot käsillä tulevaa tarvetta varten.

VIGTIGT!
Hav denne brugsanvisning og alle anvisninger i beredskab til fremtidig konsultation.

CE

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